

Lina Neuman

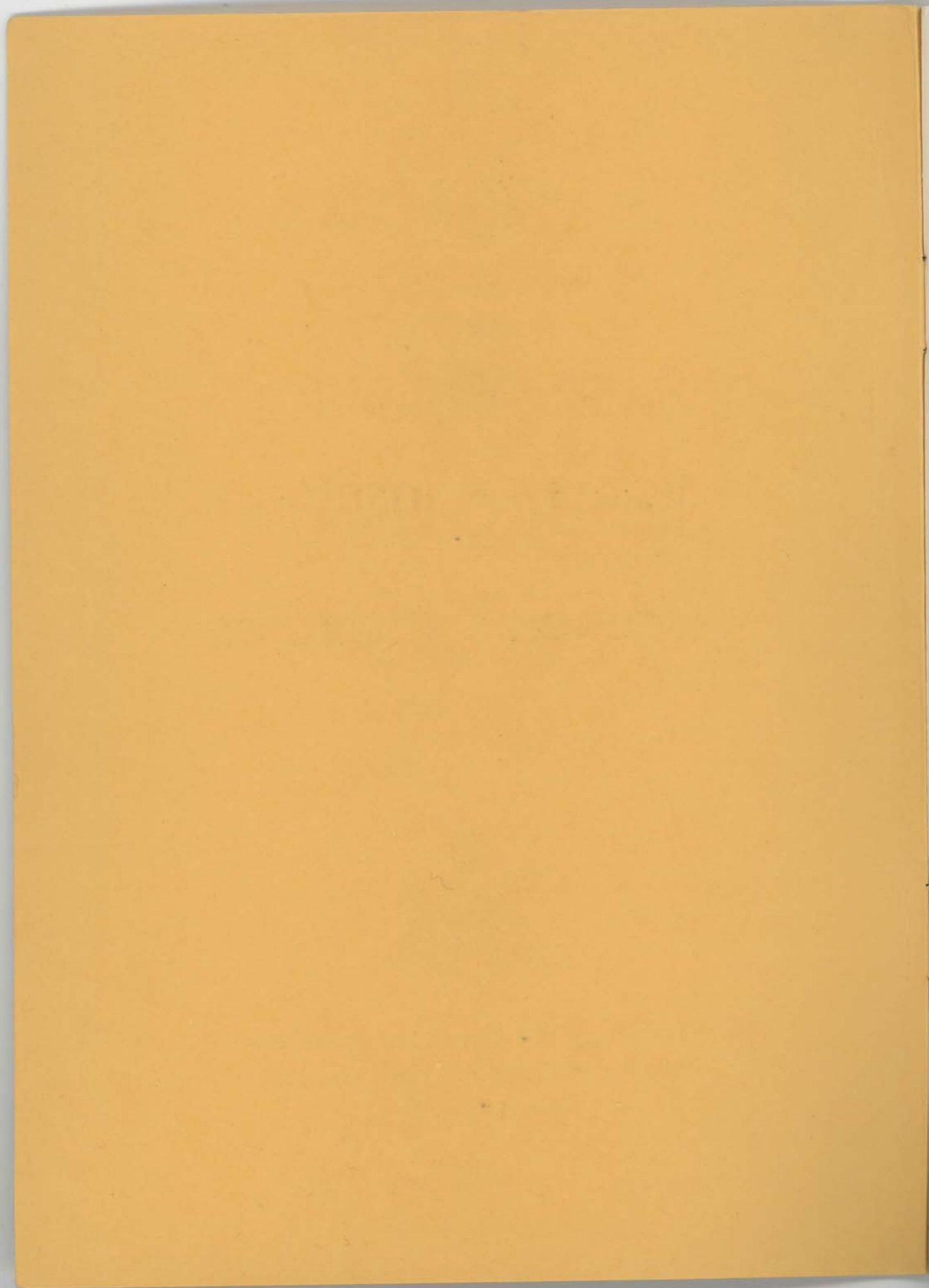
HANDBOOK



British Columbia Women's Institutes



PROVINCE OF BRITISH COLUMBIA
DEPARTMENT OF AGRICULTURE
VICTORIA, B. C.



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*"A nation cannot rise above the level of its homes,
therefore, we women must work and study together
to raise our homes to the highest possible level."*



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This 1968 edition of the Handbook was compiled by
MARJORIE C. (MRS. R. C.) PALMER, *Past President, B.C.W.I.*

and edited by the following Committee:

MRS. R. C. PALMER, *Past President, B.C.W.I., Chairman*

MRS. W. E. MCARTHUR, JR., *Director, B.C.W.I.*

The Committee acknowledges with gratitude and appreciation the comments and suggestions of the following Provincial Board Directors:

MRS. E. G. WOODWARD, *President, B.C.W.I.*

MRS. J. S. SCOTT, *Vice-President, B.C.W.I.*

MRS. JOHN MERTLER, *Director, B.C.W.I.*

MRS. W. COATS, *Director, B.C.W.I.*

MRS. H. C. KENDRICK, *Director, B.C.W.I.*

MRS. E. BERG, *Director, B.C.W.I.*

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BRITISH COLUMBIA WOMEN'S INSTITUTES HANDBOOK

This book is presented to the women of British Columbia as a guide in organizing Women's Institutes and in carrying on their work in a businesslike and effective manner.

ORIGIN AND GROWTH OF WOMEN'S INSTITUTES

The Women's Institutes owe their existence as an organization of vitality and force to the unselfish efforts of public-spirited women. From the earliest beginning, when Adelaide Hoodless started them off at Stoney Creek, Ontario, until the present day, women who have planned for the future have given them life and permanency. From the first Institute there has grown up an organization that now spans the world and is found in almost every village and community in Canada.

On February 19th, 1897, a group of one hundred rural women met at Stoney Creek, Ontario, under the auspices of the Farmer's Institute. The meeting was addressed by Mr. Erland Lee, a graduate of the Ontario Agricultural College and Mrs. Adelaide Hoodless who visioned this movement as an educational influence for rural women. The first Women's Institute was organized that day. Little did that group of women, or even Adelaide Hoodless herself, realize that this would go down in history as an historic event, the birth of a vast organization of country women which is now the largest women's organization in the world.

In 1899, the first Government organizer, Miss Laura Rose, instructor in dairying at the Ontario Agricultural College, came to Stoney Creek. Mrs. Hoodless and Miss Rose together chose the motto, "For Home and Country", which has become the world-wide symbol of the Women's Institute movement.

It was natural that an organization with broad and worthwhile aims and objectives would spread to the

**First
Women's
Institute
organized**

Motto

Provincial

East and West. In 1909, Miss Laura Rose came to British Columbia where she judged at Fall Fairs, gave talks on dairying and organized Women's Institutes, — fifteen in all. In this year, too, Mr. W. E. Scott became Deputy Minister of Agriculture, and he gathered the Institutes already organized into one Provincial body. Under the "Agricultural Assistance Act" of 1911 they were legally recognized, with Mr. Scott becoming the first Superintendent. To assist in the work of guiding the Institutes, four women were appointed from different parts of the Province, — Mrs. W. V. Davies of Chilliwack; Mrs. R. L. Lipsett of Summerland; Mrs. J. F. Kilby of Nelson and Mrs. Alfred Watt of Metchosin. The first meeting of this Advisory Board was held at the Parliament Buildings, Victoria, August 14th and 15th, 1911, and at this meeting Mrs. Davies was chosen Chairman, and Mrs. Watt, Secretary.

Miss Alice
Ravenhill
organizer

In November, 1910, Miss Alice Ravenhill, Fellow of the Royal Sanitary Institute of London, came to British Columbia, and at the request of the Department of Agriculture, organized Women's Institutes and remained with the Department of Agriculture as organizer and lecturer until 1917.

New Act
1914

In 1914, a new Agricultural Act was passed and all Institutes at that time incorporated under this Act, so that according to the official records no Institute is older than 1914. The only record of this earlier work is from their own files and from the minutes of the Advisory Board. By 1914, membership in the province had grown to 2,857 members and four District Conferences were held, — Vancouver Island, Lower Mainland, Okanagan and Kootenay.

War work

During the war years of 1914 to 1918, the Women's Institutes were actively engaged in war work of all kinds, knitting for Red Cross, supporting the patriotic fund; etc. In 1918, a prominent Institute worker, Mrs. V. S. McLachlan, of Garden City, who was active in promoting the Saanich Health Centre as a war memorial, became Secretary of the Advisory Board.

The continued interest of Women's Institutes lead-

ers in a Provincial Convention led to a meeting of all four districts held at the same time and in the same place, the Normal School, at Vancouver, April 21 to 23, 1924. At this meeting, these districts voted to hold a joint Provincial Conference and the first convention of the Women's Institutes of British Columbia was held at the same time as the Federated Women's Institutes of Canada, in 1925 in Victoria.

First
Provincial
Convention

THE NATIONAL FEDERATION OF WOMEN'S INSTITUTES OF ENGLAND AND WALES

The story of the Women's Institutes takes us to a new continent in 1913. Two years previously, Mrs. Alfred Watt, Secretary to the Advisory Board in British Columbia, returned to England with her two small boys, following the death of her husband. After the outbreak of war in 1914, she saw what a rural organization would mean in England. With the help of Mrs. Drage of Wales, Lady Aberdeen and others, she interested the Department of Agriculture at London and the first Women's Institute was founded on the Island of Anglesey, modelled after the set-up in British Columbia at that time. Because of their project to increase the food supply, the Women's Institute movement spread rapidly with the resulting increase in the food supply of from 35 to 60 percent of requirements. Mrs. Watt was honoured by the King for her work, and the Institutes became a vital part of the life of the country.

One of the most important Institutes organized by Mrs. Watt was that of Sandringham, where Her Majesty, Queen Mary was the first President. Because they had gone from Canada, Women's Institutes were lovingly called "Canada's Gift to the Motherland." They now number over 8000 branches, have become a very powerful organization in every county and hold an annual meeting in Albert Hall, London.

Sandring-
ham
Institute

A monthly publication, "Home and Country" gives the news of all Institutes. New additions of the National Federation of England and Wales are the two Channel Islands of Jersey and Guernsey, which were welcomed into the National Federation in 1950.

FEDERATED WOMEN'S INSTITUTES OF CANADA

As Institute work expanded in Canada, it became apparent that much more could be accomplished by having a Dominion Federation. By 1914, all the Provinces of Canada had achieved a considerable measure of organization of Women's Institutes or kindred groups with common aims regardless of the names by which they were known. Consequently in February, 1919, representatives from each of the Provinces met in Winnipeg, Manitoba, and at this meeting the Federated Women's Institutes of Canada became a national organization with the approval of the Honourable T. A. Crear, Federal Minister of Agriculture.

The By-Laws, revised in April 1961, provide that Provincial representation on the Federated Board of Directors would consist of two representatives from each province, except Ontario, which would have three, and that in addition, there would be three members at large, who would be elected by the delegates at the National Convention. The Superintendents, or Counsellors from each Province shall be ex-officio Counsellors, but not officers or directors of the Federation and may not vote in meetings of the Board of Directors.

This National Organization aims to bring into communication and co-ordination the various Provincial Women's Institutes and like organizations throughout Canada, with the object of promoting educational, moral, social and civic measures, and to act as a clearing house for Institute activities and information. Another major objective is to initiate and encourage a nation-wide campaign for worthwhile national and international projects.

Finances

Each Province contributes to the finances of the Federated Women's Institutes of Canada, the annual allotment being 25 cents per member. Each Province pays the expenses of their junior representative when she is attending a Federated Board meeting and her living allowance when attending the Triennial National Convention. The Federated Women's Institutes of Canada pay the junior representative's

transportation out of a pooled fund, to which all provinces contribute, when she is attending a National Convention, and pays all the expenses of the senior representative, incurred because of attendance at Federated Board Meetings and at the National Convention.

In 1957, in Ottawa, delegates, two per 500 members, met at the first open National Convention of the Federated Women's Institutes of Canada and voted for the holding of a National Convention alternately between East and West except when it is held in Ontario. The new constitution, adopted at the Second National, has established that the convention will be held every three years.

National
Convention

A recommendation that a National office be set up in Ottawa was passed at the First National and this recommendation was implemented in October 1958, with Mrs. H. G. Taylor appointed the National Secretary. It was also recommended that a perpetual maintenance fund for this office be established by the voluntary contribution of one dollar per member to be paid just once throughout Canada.

National
Office

The Federated Standing Committee set-up, Agriculture & Canadian Industries, Citizenship & Education, Cultural Activities, Home Economics & Health, United Nations & International Exchanges, is the same as in the provinces; and Federated projects, such as the National Office Fund, Adelaide Hoodless Homestead and Northern Expansion are also endorsed by the provinces.

Federated
Standing
Committee
Projects

The Federated Institutes of Canada issue a quarterly publication, "The Federated News", which may be obtained individually on payment of 25 cents per year. Group subscriptions of ten or more sent to the same address cost only 20 cents per copy and members are requested to send subscriptions to Mrs. P. S. Kozdrowski, 13523 - 92nd St., Edmonton, Alberta.

Federated
News

Federated pins may be obtained from the National Secretary, Ottawa.

Federated
Pins

ASSOCIATED COUNTRY WOMEN OF THE WORLD

The work of Mrs. Alfred Watt did not stop after the organization of the National Federation of England and Wales. Backed by Mrs. Emily Murphy, the first President of the Federated Women's Institutes of Canada, much work was done to form an international group. In 1923, Mrs. Watt was invited to speak at an international congress at Paris, and she there advanced the idea of an international country woman's organization. It was not until 1930, however, when at an international meeting of women in Vienna she found that the countrywomen formed the largest group, that she was able to make progress in uniting the women of all countries. Three years later at Stockholm, Sweden, the Associated Countrywomen of the World was formed, with Mrs. Alfred Watt its first President.

Aims

The aims of the ACWW were many, — to promote and maintain friendly and helpful relations between the countrywomen's and homemaker's associations of all nations, and to give all possible help in their development; to promote the common interests of these organizations in the economic, social, and cultural spheres, while avoiding political and sectarian questions of a controversial nature; to encourage the formation of organizations working for such common interests in countries where this need has not already been met.

B.C. Representation at ACWW Conferences

The ACWW Conference is held every three years. The quota of representation, at present, five delegates and two visitors per Society, is assigned by the ACWW Conference Committee. British Columbia elects its delegates at the preceding Provincial Convention and pays the expenses of at least one delegate who leads the delegation and carries the Executive vote, from our Provincial Convention fund.

ACWW Publication

The official publication of the Associated Country Women of the World is "THE COUNTRYWOMAN", published bi-monthly in London, England.

ACWW Finances

The ACWW is maintained by:

1. Annual fee from its Constituent Societies, £5 or approximately \$15.00.

2. "Pennies for Friendship" fund.

3. Corresponding Societies, who are groups without State, Provincial or National status and who pay £1 per year, or approximately \$3.00.

4. Individual Contributing Members who pay £1 per year. This entitles the member to a subscription to the "COUNTRYWOMAN", invitations to meetings and introductions when travelling abroad.

5. Life Memberships which were raised at the Melbourne Conference to \$60.00 per member.

The London office address of The Associated Country Women of the World: 17 Old Court Place, 40 Kensington High Street, London W.8, England.

The following may be obtained from this address:

(a) Subscriptions to "THE COUNTRYWOMAN" which are \$1.00 per year for 6 copies.

(b) New short history of ACWW
by Mrs. Meier ----- .20

(c) "Cookery Around The World" ----- 1.00

(d) History of ACWW ----- 1.75

(e) ACWW badges ----- .50

(f) Tea towel decorated with ACWW map
in color (postpaid) ----- 1.00

(g) ACWW film strips, conferences, etc. --- 1.50

BRITISH COLUMBIA WOMEN'S INSTITUTES ORGANIZATION and RELATIONSHIPS

Institute membership shall consist of persons who as members pay an annual subscription. A member in good standing is one who has paid her membership fee.

Individual
Member

The local Institute is the first and most important part of the whole Women's Institute Organization. It is non-partisan, non-sectarian and non-racial. It is open to all women interested in the promotion of better living and is the local instrument for establishing an educational programme for the homemakers of the community.

Local
Institute

The District Institute is an organization of all local Institutes in a defined area. An Institute gains stimulation and help by knowing something about the programmes and achievements of other Insti-

District
Institute

tutes. Delegates from each Institute attend a District Annual meeting, discuss reports, observe exhibits and make plans for the programme of the coming year.

The District Institute should co-operate with the Provincial Board in organizing an educational service and programme for the homemakers of their District and in creating interest in activities that will improve the District as a whole.

Provincial
Institute

The Provincial Board of Directors is the governing body of the British Columbia Women's Institute, whose membership includes all the members in good standing of all the Women's Institutes in British Columbia. The Provincial Board of Directors — the Past President, President, Vice-President and five Directors are elected from the members by their delegates at the Biennial Convention, to represent the Institutes. The work of the British Columbia Women's Institutes is carried on under the direction of their Provincial Board and their Provincial Conveners of the Standing Committees.

STANDING COMMITTEES

Standing
Committees

The Standing Committees are headed by a Provincial Convener appointed by the Provincial Board, and who holds office until the next Provincial Convention, but may serve a maximum of two terms. The Standing Committees and their functions are:

Agriculture and Canadian Industries

Agriculture
and
Canadian
Industries

1. to promote rural and urban welfare by the study of production, processing and marketing of agricultural products.

2. to study standards of quality and grading with special emphasis on protective foods and to encourage the use of Canadian goods.

3. to study production and marketing of products of other Canadian industries.

4. to work for home and community beautification programmes by sponsoring Fall Fairs, flower shows, better garden contests and improvement of local cemeteries, parks and public buildings.

5. to improve the standard of rural living by pro-

viding leadership and encouragement to young people's projects, 4-H Clubs, etc.

6. to promote soil conservation and study the development, use and means of conservation of the natural resources in the Province and in the Dominion.

Citizenship and Education

1. to stimulate the members to study forms of government and current problems confronting their own School District, Province and Dominion,

2. to develop a broader understanding of the principles of democratic citizenship with emphasis on the obligations of the individual under responsible government,

3. to help the New Canadian to become a citizen,

4. to promote educational programmes which will lead youth, men and women to participate more intelligently in public affairs,

5. to study existing laws and to promote better legislation regarding care of the unfortunate, and laws pertaining to the welfare of women and children,

6. to develop interest in the local school in all its functions.

Citizenship
and
Education

Cultural Activities

1. to stimulate the revival of handicrafts,

2. to promote interest in the arts, appreciation of the arts, participation by the members in painting for pleasure, play writing, the compiling of Tweedsmuir Histories and in band and choral activity,

3. to co-operate in an adult educational programme,

4. to promote the establishment of libraries locally, "Young Canada Book Week," "Better Reading Campaigns" and recreation facilities and programmes.

Cultural
Activities

Health and Social Welfare

1. to promote a study of health and take action in the establishment of health facilities, preventive measures, medical and dental services and community sanitation.

Health
and
Social
Welfare

2. to study all welfare programmes,
3. to co-operate with Provincial and other welfare organizations.

Home Economics

Home Economics

1. to raise the standard of home-making by study and application,
2. to develop work in, and obtain greater knowledge of, clothing, textiles, construction of garments, remodelling, care and wise buying of textiles,
3. to promote the study of foods and nutrition, feeding the family for optimum health, choice, preparation and serving of food, housing and home management, house planning and furnishing, sanitation, organizing housework, care of furnishings,
4. to promote home-crafts and economics of the home, — account keeping, budgeting,
5. to sponsor 4-H Homemaking Clubs.

Public Relations

Public Relations

Public Relations endeavours to provide a medium of communications between the Women's Institutes and the public and by means of the Institute News to publicize their activities, projects and accomplishments.

United Nations

United Nations

United Nations and International Exchange Programmes provide opportunity

1. to study the work of the United Nations and its specialized agencies,
2. to promote participation in Exchange Programmes and the "Letter Friend" scheme.

Resolutions

Resolu- tions Committee

While not classed as a Standing Committee, the Resolutions Committee plays an important role. Its function is to receive resolutions, edit them and present them to the appropriate body.

RELATIONSHIPS

Depart- ment of Agricul- ture

In recognition of the value of Women's Institute work in rural areas, the Department of Agriculture of British Columbia sponsors the Women's Institutes and renders financial assistance. The Department

provides office space in Victoria, gives an annual grant towards the expense incident to the maintenance and functioning of the Provincial Office, and other expenses incurred in the carrying out of the work of the B.C. Women's Institute Organization, and gives a biennial grant to assist with expense of the Provincial Convention. The Department, also, gives a grant of \$10.00 to each Institute in good standing with a membership of five or over. To be in good standing, an Institute must send two copies each of its Annual Report and of its Financial Statement, a copy of its List of Members, and its Per Capita dues, \$1.00 per member based on the preceding year's membership, to the Provincial Secretary-Treasurer, Provincial W.I. Office, immediately after its Annual Meeting.

In Good
Standing

The British Columbia Women's Institute, as a member of the Federated Women's Institutes of Canada, is entitled to two voting members on the Federated Women's Institutes' Board. The Junior representative is elected by the delegates at the Provincial Biennial Convention, the Provincial President automatically becoming Senior representative.

National

The British Columbia Provincial Women's Institute is, also, a Constituent Society of the Associated Country Women of the World and may be represented at the Triennial Conference by five delegates.

International

HOW TO ORGANIZE A WOMEN'S INSTITUTE

Any five or more persons proposing to incorporate an Institute shall make and subscribe, in duplicate, on forms provided by the Minister, to the Constitution and By-Laws of the Institute, and shall transmit the same to the Minister, together with a list of the persons appointed by the subscribers to act as the first directors of the Institute, stating their full names, addresses and occupations, 1956, c. 17, s. 5.

Procedure
for
Incorporation

Recommended Procedure:

1. Write the Department of Agriculture for copies of the Farmers' and Women's Institutes of British Columbia Constitution and By-Laws.

2. Call a public meeting after due notice has been given and, if possible,

3. Have a District or Provincial Board member in the area at this first meeting to give help.

4. Appoint a temporary Chairman and then elect the five Directors who will sign the application forms provided by the Minister of Agriculture.

Note: An Institute may obtain title to property by applying to the Land Registry Office which will contact the Department of Agriculture to see if the Institute's name is as shown and if it is incorporated. Confusion may arise when an Institute registered as "The Fraser Lake", then later drops the "The", because this Institute would be registered under "The
-----"

5. The name of an Institute or District, after incorporation, can only be changed by permission of the Department of Agriculture.

HOW TO DISBAND A WOMEN'S INSTITUTE

Failure to file returns and send in reports for two consecutive years puts an Institute on the inactive list. To be restored to the active list, the Institute must file returns and reports in the third year.

The Minister may, at his discretion, revoke and cancel the incorporation of an Institute and declare the Institute to be dissolved.

Recommended Procedure:

1. Any Institute considering disbanding, should get in touch with the District President and the Provincial Director in the area in which the Institute is situated to see what can be done about revival.

2. A motion to disband shall be made at a regular meeting, "That ----- Women's Institute disband." A copy of the notice of motion shall be sent to members of the Institute not present at the meeting at which the notice of motion was given. This motion shall be voted upon at the next regular monthly meeting.

3. If the motion to disband is carried, agreement on the disposal of the Institute's assets should be achieved.

Disbanding
an
Institute

4. Application should be made on an Extraordinary Resolution Form obtainable from the Department of Agriculture, Victoria, and when filled in this application should be returned to the Department.

An Institute may, by extraordinary resolution, surrender its certificate of incorporation, and the Minister may, after being satisfied that sufficient notice of the Institute's intention has been given and that no debts, liabilities, or obligations of the Institute are outstanding, accept the surrender of the certificate and cancel it, and fix a date from which the Institute shall be dissolved. Chapter 17, Section 19, 1956 Farmers' and Women's Institute Act, 1956.

5. Upon disbanding, these official records, the first year and last year's Minute Books and a statement of the disposal of funds should be sent to the Provincial Office, 545 Superior Street, Victoria, B.C.

SUPPLIES FOR INSTITUTES

Every Institute shall use the following books and forms which will be forwarded by the Provincial Secretary-Treasurer from the Provincial W.I. Office, 545 Superior Street, Victoria, upon application:

Supplies
for
Institutes

- (a) Minute-book
- (b) Cash-book
- (c) Membership-book
- (d) Membership-receipt book
- (e) Postcard notices of meetings
- (f) Posters
- (g) Monthly report forms
- (h) Membership List forms
- (i) Application forms, By-Laws, Constitutions, Farmers' and Women's Institutes Act 1956 and revisions, Handbooks, Life Membership application forms, pamphlets, Regulations, stationery, etc.
- (j) Transfer membership cards.

CONSTITUTION AND BY-LAWS OF THE LOCAL WOMEN'S INSTITUTE

A newly organized Institute is fully incorporated and automatically adopts the following Constitution

and By-Laws. The Constitution, By-Laws, Rules and Regulations made pursuant to the "Farmers' and Women's Institutes Act," Chapter 17, 1956, Chapter 139 of the Revised Statutes of British Columbia 1960 and Amendment Act 1961, shall be adopted.

CONSTITUTION

Name

1. The name of the Institute is "-----
Institute."

Objects

2. The objects are:

(a) To improve conditions of rural life, so that settlement may be permanent and prosperous;

(b) To promote the theory and practice of agriculture;

(c) To arrange on behalf of its members for the purchase, distribution, or sale of commodities, supplies, or products;

(d) Generally to act on behalf of its members in all matters incidental to agricultural pursuits and rural development;

(e) To promote home economics, public health and child welfare, and education and better schools. 1956, c. 17, s. 3, Amendment Act 1961.

The operations of the Institute are to be chiefly carried on in -----.

REGULATIONS AND BY-LAWS

1. The name of an Institute must include the words, "Farmers' Institute" or Women's Institute."

2. An Institute must be incorporated under, or deemed to be incorporated under, the "Farmers' and Women's Institutes Act."

3. No Institute shall be entitled to receive any assistance from the Department of Agriculture unless it complies with all regulations applicable to it, 1956 c. 17, s. 22.

Objects

4. **Objects:** — (Same as stated in the Constitution.)

Funds

5. **Funds:** — The funds of an Institute shall be devoted solely to the promotion of its objects which must be strictly adhered to, and no Institute shall be conducted in the interests of any party, sect or

society, political or otherwise, and no matter of a political or sectarian character shall be discussed at any meeting of an Institute.

6. **Membership:** — The members of an Institute shall be the subscribers of the constitution and the persons admitted to membership in accordance with these By-Laws.

**Member-
ship**

Every person desiring to become a member of the Institute shall, **if required**, apply in writing to the Secretary, and be proposed and seconded by two members in good standing, and shall in the application agree to conform to and abide by the By-Laws of the Institute and the Rules and Regulations made pursuant to the "Farmers' and Women's Institutes Act, 1956."

7. Every application for membership shall be voted upon at the next general meeting of the Institute, and a majority of the members present shall have the power to elect.

**Election to
Member-
ship**

8. Each member shall pay an annual fee of not less than 50 cents, and upon payment of the required sum, shall be enrolled on the membership of the Institute.

**Member-
ship
Fees**

Membership may be transferred from one local Women's Institute to another by means of transfer cards available from the Provincial Office in Victoria.

**Transfer of
Member-
ship**

9. A member, not in arrears, may withdraw from membership by giving notice in writing to the Secretary of the Institute, and every withdrawal shall be reported to the next general meeting of the Institute.

**With-
drawal
of Member-
ship**

10. The Institute may expel from membership, upon a three-fourths majority vote of the members of the Institute, any member against whom a charge has been preferred of conduct detrimental to the Institute. The charge shall be in writing signed by at least two members in good standing, and the member against whom the charge has been made, shall be given at least two weeks' notice in writing of the time and place where the matter will be considered by the Institute.

**Expulsion
of Members**

Life
Member-
ship

11. Life Membership Regulations:—

(a) Life Membership may be granted by a local Institute to a member to honour her for valuable service to the organization, provided she has had 15 years continuous good service in Women's Institute work at the time application is being made, and is a member in good standing in any Women's Institute in British Columbia.

(b) The Life Membership must be approved by the Board of Directors of the local Institute.

(c) Application forms for Life Membership shall be forwarded upon request by the Provincial Secretary-Treasurer.

(d) Upon receipt of a properly completed application form and a Money Order, or a cheque with exchange added, for \$10.00, and after being approved by the Provincial Board, the Provincial Secretary-Treasurer will forward a Life Membership Certificate and a pin to the Institute making application.

(e) Life Membership relieves the Life Member, unless she prefers to do otherwise, from future payments of the annual fee to her local Institute, but the Institute must continue to pay her District and Provincial dues.

(f) Life Membership entitles the recipient to voting privileges in one Institute only.

12. Directors and Officers:—

Directors
and
Officers

(a) There shall be five Directors until the membership exceeds 100 when there shall be an additional Director elected for every 20 members over 100, but not exceeding ten in number.

Election by
Ballot

(b) That the officers and Directors shall be elected by ballot, and that their remuneration, (if any), shall be determined by the Institute in general meeting:

(c) That the President shall preside at all meetings of the Directors and of the Institute, and when she is absent or unable or unwill-

ing to act, the Vice-President shall act in her stead:

(d) That casual vacancies among the officers shall be filled by the remaining Directors until the next general meeting, and all changes be reported to the Provincial Office, Victoria:

Vacancies

(e) That where the Secretary (or) Treasurer ceases to act, the President or Vice-President may perform her duties until the vacancy is filled:

(f) That the quorum at a meeting of the Directors shall not be less than half the total number of Directors, a fraction to count as a whole:

Quorum

(g) That the Directors may appoint sub-committees or delegate any of their powers to committees composed of members of the Institute, who shall conform to any regulations imposed on them by the Directors.

(h) The Directors shall endeavour to meet not less than once a quarter.

13. The Duties of the Secretary of an Institute shall be:—

To give notice and call meetings of the Directors and the Institute upon the authority of the President or any two Directors:

Duties
of
Secretary

(b) To keep minutes of the proceedings of all meetings:

(c) To keep a register of the members, with their names and addresses, and a mailing list of members for literature, programmes etc.:

(d) To prepare and forward returns to the Provincial Office on such forms as may be supplied.

14. Duties of Treasurer:—

The Treasurer or, if there is no such officer, the Secretary of an Institute shall account for all moneys paid or received by the Institute and present a report thereof to the members in meeting assembled. No disbursement shall be made without the sanction of the Directors.

Duties of
Treasurer

15. The By-Laws of an Institute shall provide:—

(a) That the annual meeting of the Institute

Annual Meeting

shall be held not later than one month after the end of the fiscal year:

(b) That seven clear days' notice in writing of the date, time and place of the Annual meeting shall be given to every member at her recorded address:

General Meetings

(c) That unless general meetings are held at a specific time, date, and place each month, due notice will be given to every member in writing or by posters placed in conspicuous places throughout the district, or by notices published in a newspaper circulating in the district:

Quorum

(d) That at annual and general meetings the quorum shall be five members present in person throughout the proceedings:

Order of Proceedings

(e) That the order of proceedings at general and annual meetings may be found in the section of this Handbook, "Procedures for Women's Institute Meetings," page 20.

Annual Returns

16. Annual returns must be filled each year on the forms provided by the Provincial Office for that purpose. Each Institute must fill in and forward one Membership List and two copies of their Annual Report and of their audited Financial Statement, (The Annual Report and the Financial Statement are now printed on opposite sides of the same form), to the Provincial Secretary-Treasurer, W.I. Office, 545 Superior St., Victoria, B.C.

Inspection of Books and Accounts

17. The books and accounts of an Institute shall be open to inspection by every member and by the Department of Agriculture's representative or other person duly authorized in writing by the Department of Agriculture.

Auditors and Delegates

18. At the annual meeting the Institute shall elect an auditor and at any general meeting elect a delegate to represent it at any meeting of the Women's District Institute. Such elected delegate only shall be entitled to vote at a meeting of the Women's District Institute; but any member in good standing of a Women's Institute may be present at a meeting and be elected or appointed to office in the Women's District Institute.

19. The Directors shall not borrow moneys in the name of the Institute without the consent of a general meeting.

Borrowing
Power

20. The motto of the Women's Institutes is "For Home and Country", and their colours are green, white and gold.

Motto
Colours

21. The seal, records and other books of the Institute shall be in the custody of the Secretary. The seal shall only be used with the authority of the Directors.

Seal

22. These By-Laws may not be altered or added to except by an Extraordinary Resolution of the Institute.

Amendment
of By-Laws

23. These Regulations are to be read and construed as additional to and not in substitution for the requirements of the "Farmers' and Women's Institutes Act."

Farmers'
and
Women's
Institutes
Act

RULES OF ORDER

24. The following rules for the conduct of proceedings at a general meeting of an Institute are recommended:—

Rules of
Order

(a) That, except by permission of the Chairman, no member or other person shall speak other than to ask a question or to introduce or to speak to a motion:

(b) That in the discussion following the introduction of a subject, no person shall speak more than twice, nor for longer than five minutes, except by permission of the meeting:

(c) That when a question is under consideration, no motion shall be in order, except the following: (1) to adjourn; (2) to postpone; (3) to amend. These motions take precedence in the order named, and the first two to be decided without debate:

(d) That before the vote is taken on any motion or amendment, the Chairman shall ask, "Is the meeting ready for the question?" and the question shall not be put so long as any member desires to speak and is in order:

(e) That any member desirous of asking a question on a subject introduced may do so

verbally; but if he desires to ask more than two questions, he must submit them to the Secretary in writing:

(f) Every member is entitled to protest against any decision of the meeting and request his objection to be recorded in the minutes, and to protest against the decision of the Chair and to appeal to the meeting, stating the grounds of appeal, and the question shall then be put without debate in these words: "Shall the decision of the Chair be sustained?"

(g) A motion to reconsider any question decided by the meeting shall be in order, providing such motion be not made on the same day on which the resolution is carried.

PROCEDURE FOR WOMEN'S INSTITUTE MEETINGS

Robert's
Rules of
Order

Any question of order arising and not provided for in this Women's Institute Handbook, shall be decided in accordance with Robert's "Rules of Order".

Order of
Business at
Institute
Meetings

1. Women's Institute Meeting:—

Each Institute may adopt its own order of business which may be suspended at any time by a two-thirds vote. The President and Secretary together prepare the agenda for the meeting. The following order is suggested:—

Call to order (opening — Institute Ode and Mary Stewart Collect)

Roll Call

Introduction of visitors, if any

Reading and approval of minutes

Report of Treasurer

Communications and bills

Report of Standing Committees

Report of Special Committees

Unfinished business

New business

Regular programme

Adjournment, "God Save The Queen"

Social hour.

2. Special Meetings:—

The President may direct the Secretary to call

special meetings. It shall be the duty of the President, or in her absence, the Vice-President, to call a special meeting upon the application of the majority of the Board of Directors of the Institute, or one-quarter of the membership. No business shall be transacted at a special meeting other than for which the meeting is called.

Special
Meetings

3. Annual Meeting:—

(To immediately follow the business portion of the regular November or December meeting whichever is the Annual Meeting.)

Order of
Business at
Annual
Meeting

Minutes of the last Annual Meeting

Report of Secretary

Report of Treasurer

Auditor's report

Reports of Standing Committees

Report of any Special Committee functioning for the year

President's report

Election. Installation of officers

Unfinished business

New business

Programme

Adjournment, "God Save The Queen"

Social hour.

GOOD FORM IN PROCEDURE

1. All meetings should begin at the hour announced.

2. Prompt dispatch of business should be encouraged and lengthy meetings avoided.

3. If the President should be absent, the Vice-President should preside. If the President or Vice-President should not be present, the Secretary should open the meeting and have those in attendance appoint a Chairman to carry on the meeting until the President or Vice-President arrives.

4. In the absence of the Secretary, the President should appoint a Secretary pro tem.

On the Part of a Member:—

1. In presenting matters, a member stands, addresses the Chair and waits for recognition.

2. A member is not permitted to speak twice to

Good Form
for
Members

Good Form
for
Presidents

one motion, but may ask permission to explain a former statement. The mover may speak more than once.

3. A member should speak to the Chair, consider the whole assembly and speak loudly enough to be heard by all. Any discussion not recognized by the Chair is out of order and discourteous. Members must confine themselves to the subject under discussion.

4. A member may appeal against the ruling of the Chair, in which case the Chairman asks, "Shall the decision of the Chair stand?" and takes a vote of the members present.

5. The will of the majority must rule but the rights of the minority are preserved too. Discuss matters freely, state opinions, but support the decision of the majority.

6. Members should co-operate with their officers; they need all possible help.

7. It is important that members speak well of their Institute and try to get new members.

On the Part of the President:—

1. The President acts as presiding officer of all Institute meetings. She stands when opening and closing meetings and when stating questions.

2. The President speaks clearly, loudly enough to be heard, maintains order and sets the basis for a pleasant and enjoyable meeting.

3. The President, together with the Secretary, makes out the order of business for the meeting. The President is an ex-officio member of all committees or, if so designated, may be an active voting member.

4. The President asks the Secretary to read minutes and communications, and deals with them as required. Communications pertaining to the work of the Women's Institute should receive precedence over other correspondence.

5. After the minutes are read, the Chair says, "You have heard the reading of the minutes. Are there any corrections?" She pauses and says "If none, the minutes stand approved." If corrections are made, the Chair should say, "Are there any

other corrections?" If none, "The minutes stand approved as corrected." The Secretary has signed the minutes when she wrote them and now the President signs them when they are approved by the meeting.

6. The presiding officer does not show prejudice on questions. If she wishes to take part in a discussion, she must vacate the chair and ask the Vice-President or another person to preside temporarily. In that case that person is addressed as "Madam Chairman," rather than "Madam President."

The President does not make a motion, second a motion or speak to a motion while occupying the chair, but may give information.

7. The Chairman or presiding officer who is a member of the organization, can have the casting vote. The universal rule is that when there is a tie vote the motion is lost. The President has not a vote except when voting by ballot. In the case of a tie vote here, the President has a second vote.

8. The presiding officer avoids taking negative votes on questions of condolence, sympathy and courtesy.

9. It shall be the duty and privilege of the presiding officer to introduce all speakers, or if the presiding officer so desires, she may delegate some other member of the Institute to make the introduction. Introductions and "Thank-you's" should be brief. Four things are necessary in a good introduction, the name of the speaker, her title, where she is from and her subject. If the speaker has special experience to her credit, it should be mentioned in order to establish cordial relationship between the speaker and the audience.

On the Part of the Secretary:—

1. The Secretary is seated on the right of the President and is ready to assist the Chair at all times.

2. The Secretary is responsible for the minutes which should be a legible and concise record of the proceedings. They should be signed by the Secretary when she writes them; when confirmed by the meeting, they should be signed by the President.

3. The record of each item of business should

Good Form
for
Secretaries

constitute a separate paragraph. In recording a motion, the names of the mover and the seconder should be given, and the result of the vote should be stated for example. "Moved by Mrs. E. Smith and seconded by Mrs. J. Black, that _____ carried." Motions which are lost should also be recorded. All motions are recorded as stated. Important motions should be presented in writing. In case of disagreement, the Secretary's minutes, when approved, are the final authority.

4. The Secretary's minutes should be up-to-date and completed as soon as possible after the meeting.

5. Items or numbers on the programme should be described briefly without voicing the Secretary's opinion. Only a short synopsis of a lecture or discussion should be included in the minutes. If a complete report is desired, a copy of the address should be stapled in the back of the minute book for future reference.

6. The Secretary, at the request of the President, reads communications to the assembly.

7. The Secretary conducts the correspondence and sends reports to the District Secretary and to the Provincial Office.

8. The Secretary, who is a member of the organization, has the right to make a motion, second a motion, speak and vote on all questions.

On the Part of the Treasurer:—

Good Form
for
Treasurers

The Treasurer shall collect membership fees, receive all monies on behalf of her Institute and keep an accurate account of receipts and disbursements.

2. The Treasurer should deposit all funds to the credit of the Institute in a chartered bank; withdrawals to be made by cheques to be signed by the President and Treasurer. When new officers are elected, their signatures should be registered with the bank without delay.

3. The Treasurer shall pay all bills when authorized at a regular meeting. Cheques mailed to another town should bear exchange.

4. At each regular meeting, the Treasurer shall report the receipts and expenditures for the month

and the balance on hand.

5. Previous to the Annual Meeting, the Treasurer shall balance her books and prepare a summary of the year's receipts and expenditures. The Treasurer's books and summary shall then be handed to the auditors for verification.

6. The Treasurer's books must be audited by a qualified person, not a relative of the Treasurer, before the Annual Meeting or when there is a change of Treasurer. The audited financial statement, certified by the auditor is read by the Treasurer at the Annual Meeting. The Chair puts the question on adopting it, which, if carried, has the effect of approving the Treasurer's report.

7. Immediately after the Annual Meeting, the Treasurer shall forward to the Provincial Secretary-Treasurer the per capita dues by a cheque with exchange added, or by Money Order, made payable to the B.C. Provincial Women's Institute.

8. Within ten days after the election of her successor, the Treasurer shall hand over all books, monies and documents pertaining to her office to the new Treasurer.

Auditors

INTRODUCTION OF BUSINESS

All business should be introduced to a meeting by a communication, a report of a committee or a motion as a statement of a proposition to be considered by the members in attendance.

Motions

Motions are:

1. moved by a member,
2. seconded by a member,
3. stated by the presiding officer,
4. discussed by the members. (This is where each member should express her personal opinions; after the vote is taken, she should support the decision of the majority.),

5. presented to the meeting by the presiding officer who states the question, then asks, "Are you ready for the question?" She then takes the affirmative and the negative vote. (A negative vote is never taken on motions of sympathy, congratulation or courtesy.),

6. The result is announced by the presiding officer. The mover may need to give some explanation before she makes her motion, but the Chairman should not permit this to continue unduly. She must see that the members confine themselves to the motion under consideration.

Procedure
to
Withdraw
Motions

A motion which has been moved, seconded and stated cannot be withdrawn without the consent of the meeting. The mover of the motion, with the consent of the seconder, asks permission to withdraw her motion. The presiding officer then asks, "Is it your pleasure that the motion be withdrawn?" If there are no objectors, she announces "The motion is by leave withdrawn." Should there be any objections to withdrawing the motion, then it must be moved, seconded and voted on. A motion cannot be withdrawn after it has been voted on. A withdrawn motion does not appear in the minutes.

Main
Motion or
Resolution

Matters for deliberation are brought before a meeting in the form of a main motion or resolution. In the business-like assembly the resolution should be in writing. A member rises and says: "Madam Chairman, I move that we give a banquet at the annual meeting," or she may say, "I move the adoption of the following resolution: "Resolved that we give a banquet at the annual meeting."

Subsidiary
Motions

Subsidiary motions are not resolutions. They are used to aid the main motion and allow the majority to take care of the main motion in the best manner possible. They must be voted on before the main motion. The following motions are all subsidiary motions:—

- (1) To lay on the table.
- (2) The previous question (calls for an immediate vote on the main resolution before the assembly).
- (3) To postpone to a definite time.
- (4) Refer to committee.
- (5) Amendment to amendment.
- (6) Amendment.
- (7) To postpone to an indefinite time.

These motions should be voted on in the order given and all have precedence over the main motion.

To Lay on the Table. — This motion cannot be debated or amended and requires a majority vote for its adoption. This question may be brought before the meeting again by a motion "to take from the table." This may be done at the same meeting provided other business has intervened or under the head of new business at the following meeting.

To Lay on
the Table

The Previous Question. — This requires a two-thirds vote. It cannot be debated or amended. The purpose of this motion is to stop debate and vote on the main motion. A member rises and says: "Madam President I move the Previous Question." When it is seconded, the Chair says, "The Previous Question is moved and seconded. All in favour of the Previous Question show hands. The affirmatives have it. Debate is closed."

The
Previous
Question

To Postpone to a Definite Time. — This motion may be debated and amended in regard to time only. If the question postponed is not brought up at the time fixed it is lost.

To
Postpone
to a
Definite
Time

Refer To a Committee. — This motion is debatable and amendable. A member rises and says: "Madam President, I move that the resolution be referred to a committee of three to be appointed by the Chair."

Amendments. — A motion may not be entirely satisfactory to all members. An amendment is then in order before a vote is taken.

Amend-
ments

Amendments may propose to:

1. insert or add words
2. eliminate words
3. substitute words

All amendments should be relevant to the motion. The word "not" as an amendment is out of order, since a negative vote gives the same result. Amendments should follow the same steps as a motion. If an amendment is not satisfactory, a motion to amend the amendment is in order. Only two amendments may be proposed dealing with one motion. The amendment to the amendment is first voted on, next the amendment as amended and last the motion as amended.

Example: "Madam President, I move that we give

a Silver Tea for the benefit of the hospital on March 10th." After this motion has been moved and seconded, the Chair repeats it and asks the assembly "Are you ready for the question?" A member moves to amend the motion by striking out March 10th, and substituting March 17th. When this amendment is seconded, the Chair says, "It has been moved and seconded to amend the motion by striking out March 10th and inserting March 17th." She calls for discussion and vote. If the motion to amend is carried, the Chair says: "The question is on the adoption of the motion as amended — That we give a Silver Tea for the benefit of the Hospital on March 17th — Are you ready for the question?" She calls for the vote and states to the meeting whether carried or lost.

Postpone
to an
Indefinite
Time

To Postpone to an Indefinite Time. — This is debatable but cannot be amended. The motion is used to enable opponents of a question to try their strength, and if adopted, the question cannot be brought before the same session.

Incidental Motions. — These motions take precedence over both subsidiary and main motions.

The following motions are all included in this class:

To withdraw a motion.

Objection to the Consideration of Question.

To rescind.

To withdraw a motion. — After a main motion has been made, seconded and repeated by the Chair, it can be withdrawn only by leave of the assembly.

Objection
to
Consideration

Objection to the Consideration of Question. — If any debate has taken place concerning the question before the assembly, it is too late to offer an objection. This motion needs no seconder and requires a two-thirds vote. The Chairman says: "All in favour of considering the resolution show hands. Opposed." A negative two-thirds vote is required to adopt the objection.

To
Rescind
a Motion

To Rescind. — To rescind or annul a motion requires a Notice of Motion, or it may be rescinded without notice by a two-thirds affirmative vote of those members present, or an affirmative vote of

the majority of the entire membership.

Miscellaneous Motions:

To reconsider.

To reconsider and enter in the minutes.

To adjourn.

Resignations.

To Reconsider. — If a motion has been passed, any member may at the same meeting move for a reconsideration, to be discussed at the same meeting or at the first meeting held thereafter, provided not more than a month has elapsed.

To
Reconsider
a Motion

To Reconsider and Enter in the Minutes. — This motion is to delay the final action to another meeting and gives time to notify absent members of the proposed actions. This motion may be made at any time on the day the vote on the resolution in question was taken. This motion must be made by one who voted on the majority side. It does not require a vote. This means that the resolution in question will have to come up again at the next regular meeting.

To
Reconsider
and enter
in the
Minutes

To Adjourn. — When this motion fixes neither time nor place of next meeting, it is not debatable and cannot be amended or reconsidered. It may be withdrawn. It is in order at any time.

To Adjourn
or Close
a Meeting

The following procedures are suggested:

1. After the order of business has been properly attended to, the Chairman may say, "Is there any further business to come before this meeting?" If no one claims the floor, the Chairman says, "I declare the meeting adjourned."

2. Or the Chairman may say, "A motion to adjourn is in order." If this motion is made, it must be seconded and voted upon like any other motion.

3. If no one responds to her call for further business, the Chairman may say, "We shall close the meeting with the National Anthem."

Resignations. —

1. A resignation may be handled as a motion.

2. A resignation may be referred to a committee instructed to confer with the one resigning to ask her to consider.

3. If no action is taken regarding the disposition

Resigna-
tion

of a resignation, the Chair says, "The question is on acceptance of the resignation" and calls the vote.

COMMITTEES

If business is introduced by a committee report, it should be brought before the meeting in the form of a motion. There are three types of committees, namely:

1. Standing Committee.

2. Special Committee which may be of two types, one elected for a short time, or one elected to act until a certain project is complete.

3. Committee of the whole.

Standing
Commit-
tees

The Standing Committees are Agriculture and Canadian Industries, Citizenship and Education, Cultural Activities, Health and Social Welfare, Home Economics, Public Relations, United Nations and International Exchange Programmes. The regulations governing these committees and their duties are outlined on Pages 8 - 10.

Special
Commit-
tees

Special Committees. — Members of a Special Committee may be elected by the membership or appointed by the President, after their appointment has been authorized by the assembly. The authority and responsibility of the committee should be stated. The work of a committee must be approved by a meeting of the Institute before it is legally binding. The committee has no power to add to its numbers except when otherwise stated. If a Chairman is not specified, the first-named person is the Chairman and presides at the committee meetings unless a majority vote of the committee should elect another.

Chairman

The Chairman of a committee votes only to break a tie. The President, by virtue of her office, is a member ex-officio, of all committees. If elected to a committee, she then carries a vote.

Committee
of
the Whole

Committee of the Whole. — When by a motion of a member of the Institute, the members present at the meeting become a committee of the whole, the President appoints a member to take her place and she leaves the Chair. The President may then, as may all other members take part in the discussion. A report should be formulated, the President returns

to the Chair and the Chairman pro tem gives the report.

REPORTS OF COMMITTEES

Reports of committees are made at a meeting of the Institute by the Convener of the committee. A copy signed by the entire committee, or by the name and title of the convener of the committee should be given to the Secretary.

Reports of
Commit-
tees

The Convener should present the report to the meeting thus: "Madam President, the committee on ----- submits the following report."

Presenta-
tion of
Reports

There are three types of reports submitted by committees:

- (1) Summary of work done
- (2) Recommendations
- (3) Work done and recommendations

If a report is of either (2) or (3) type, the Convener should move its adoption after reading the report. Another member of the committee should second the motion. If the report embodies only a record of work done, without any recommendations, its acceptance should be moved and seconded by members who are not on the committee. When a report contains a series of recommendations, each is dealt with separately. When the report of a committee is finally made and dealt with, the committee is dismissed.

If no comments are made and the report carries no recommendations, the Chairman may say: "Is there any discussion?" (Pauses) "If there is no objection, this report will be accepted as read." This is receiving a report by silent consent.

Silent
Consent

Communications. — The Secretary, not the Chairman, reads communications which should come before the regular meetings. If they carry recommendations or resolutions, they should be handled as questions. They may be informally discussed and then acted upon.

Communi-
cations

DUTIES OF STANDING COMMITTEE CONVENERS

Institute Convener. —

Institute
Convener

Each Institute should appoint a convener for each Standing Committee. It is recommended that the Standing Committee Conveners confer with, or act as, members of the programme committee to decide the extent to which each Standing Committee shall be featured in the year's programme.

The following duties are suggested as a guide:

(1) Understand the function of the committee being convened.

(2) Select her own committee members. The local importance of the work will determine the number of members required.

(3) Conveners of Standing Committees shall, with their committees prepare a plan of work and carry it into effect.

(4) Each Convener shall present a report of the year's work of her committee at the Annual Meeting of her Institute.

(5) Immediately after the Annual Meeting of the Institute, each convener shall send a copy of this report of the year's work of her committee to the corresponding District Convener.

(6) Each Convener shall hand on to her successor any material she may have on file.

District Institute Convener. —

District
Institute
Convener

These are the same as (1), (2), (3) and (6) suggested duties for the Institute Convener and in addition, she should receive reports from the Institute Conveners for the same Standing Committee, compile a composite report for the two years' work and send a copy to the corresponding Provincial Convener at least two months before the Biennial Convention.

Provincial Convener. —

Provincial
Convener

(1) Understand the function of the committee she convenes.

(2) Keep in touch with work being done or being carried on in the various Institutes of the Province.

(3) Be ready to help Institute Conveners to understand and accomplish their work.

(4) Be prepared to locate information for Institute Conveners.

(5) Prepare a report for presentation at the Biennial Convention, which will include:

(a) a summary of the work done by the Institutes as presented in the reports of the Institute Conveners.

(b) a suggested programme of study or activity based on the needs of the Province.

(6) Send one copy to each Institute.

NOMINATIONS

A Nominating Committee is a committee set up to prepare a slate of officers. A Nominations Committee is a committee set up to receive names from the membership at large. In both instances, nominations may be made from the floor. Nominations do not need to be seconded. Members of the Nominating Committee or Nominations Committee are not barred from becoming nominees for office.

Duties of the Nominating or Nominations Committee: —

1. Make or receive nominations.
2. See that all nominees are willing to stand.
3. Prepare the slate for presentation at the Annual Meeting.
4. Present the list at the Annual Meeting.

Suggestions: —

1. When drawing up a slate of officers, geographical representation for the District or Province should be a factor in the choice.

2. A small committee, (3) is better than a large one.

3. **Procedure: —** The Nominating or Nominations Committee presents its report in the following manner: "Madam President, the Nominating, (or Nominations) Committee begs to submit the following persons . . . who allow their names to be submitted for _____, for the ensuing year. Respectfully submitted (signed by the committee members.)" The Chair asks for a motion accepting the work of the committee, has this seconded and voted on, or may say, "if there is no objection, the work of this committee will be accepted."

Duties of
Nominat-
ing or
Nomina-
tions
Committee

Procedure

ELECTIONS

The election Chairman should be a Women's Institute member who is familiar with procedure for the conduct of elections.

The Election Chairman. —

1. if not already done, places the voting delegates together; ratifies the delegates, if it is a District Meeting election, by having the Secretary call the name of each Institute delegate. The delegates should stand when called;

2. declares all offices vacant;

3. calls for a motion for a Secretary for the election, (this is usually the former Secretary.)

4. has the meeting decide the following by a motion:

(a) method of voting. — ballot, show of hands, standing or by voice (aye or no)

(b) plurality or majority vote, — plurality means the greatest number of votes; majority means more than half the vote for one person; (Where ballots are used, the Chairman asks for their immediate disposal following the election. Provincial Board Directors must be elected by ballot.)

5. appoints scrutineers. At a Provincial Convention, scrutineers will be necessary for all methods of voting.

6. explains:

(a) term of office.

(b) that nominations should be made only if the person named is present or has consented to have her name on the list.

(c) that all nominations should include the full names and addresses of the persons nominated.

7. asks for the report of the Nominating or Nominations Committee. It is advisable that this list be posted so that all members may examine the report before the election takes place.

8. asks for a motion accepting the work of the Nominating or Nominations Committee, has this seconded and voted on, then proceeds with the election.

9. calls for nominations from the floor for each

office separately, after she has named the nominee or nominees from the slate for that office, e.g., "The Nominating Committee has named Mrs. John Doe for President. Are there any nominations from the floor for President?" Where a Nominations Committee is used, all nominations must be presented. "The following names have been submitted to the Nominations Committee for President: Mrs. John Black, Mrs. Robert Green. Are there any further nominations from the floor?"

10. closes nominations by:

- (a) declaring nominations closed or
- (b) asking for a motion from the floor. This requires a seconder and a vote.

Note: When only one candidate has been named for an office, the following procedure is observed: The Chairman, after asking for further nominations from the floor and hearing none, declares the nominations closed and the single nominee elected by acclamation.

11. asks for the vote as per method decided upon;

12. asks the scrutineers for the count;

13. announces the result;

14. checks with the Secretary to see that no officers have been omitted;

15. asks the Secretary to read the full list of elected officers and conveners;

16. asks that each delegate take the list of newly-elected officers, with full names and addresses from the District Annual Meeting back to her Institute.

17. asks the President who has been in office the preceding year to complete the meeting.

Duties of Scrutineers. —

1. When voting is by a show of hands or standing vote, count the affirmative and negative votes.

2. When voting is by ballot, distribute the ballots, — keep count.

3. Collect the ballots, — check count.

4. Hand the result of the count to the Chairman, and after receiving authorization from the meeting, destroy the ballots.

Duties of
Scrutineers

RESOLUTIONS

How to Draft a Resolution. —

How to
Draft a
Resolution

A formal resolution consists of two parts, a preamble or introduction, which sets forth the reason for the Resolution, and the body which contains the Resolution proper. A Resolution is stated in the following manner:

"Whereas this community at present possesses no suitable hall in which public meetings may be held; and

Whereas such a hall would be of great advantage to this community, not only as a place for holding meetings but as a social centre for the community, with library, reading rooms and facilities for recreation;

Therefore, be it resolved:

That a committee of five be named by the Chairman to find out possible sites for such a hall with the cost of the same and obtain plans for a building to cost no more than \$4,000.00.

Informa-
tion re
Resolu-
tions

Resolutions about general or national problems are intended to crystallize public opinion and the mover of such a resolution should be careful to include with it all relevant material for the benefit of the District or Provincial Resolutions Committee.

After a resolution has been passed by the Institute, the District Institute and the Provincial Board, it becomes the responsibility of each of these groups to keep an accurate record of both the resolution and its origin in order that it may be sent back for revision or reference when necessary.

Resolution
Require-
ments

Each resolution forwarded to the District Institute from the local Institute must bear the signatures of the mover and seconder and the date of endorsement. Resolutions from the District Institute to the Provincial Board must, in turn, bear the names of the District President and Secretary and date of endorsement.

Local Resolutions. —

Local
Resolu-
tions

On matters of local interest, an Institute or group of Institutes is allowed to present its own resolutions to the proper authorities. The Provincial Board will

consider resolutions of a local nature when they are concerned with a department of the Government. This prevents unwise resolutions from being presented.

Emergency Resolutions —

An Emergency Resolution is of Provincial, National or International importance. When formulated because of unusual necessity or urgency, it may be presented to a District Convention, but should also be forwarded immediately to the Provincial President, who will at once circularize the Directors of the Provincial Board for their opinion.

**Emergency
Resolution**

Extraordinary Resolutions: —

"Extraordinary resolution" means a resolution passed by a majority of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given, such majority being two-thirds.

**Extra-
ordinary
Resolution**

An Extraordinary Resolution is necessary to make a change in Constitution or By-Laws, and it is required that it be presented on a form obtainable from the B.C. Department of Agriculture. An Institute desiring to apply for dissolution, should make application on an Extraordinary Resolution form obtainable from the Department of Agriculture.

CONSTITUTION AND BY-LAWS OF THE DISTRICT WOMEN'S INSTITUTE

The Women's Institutes of the Province of British Columbia have seventeen districts:

Arrow Lakes, Bulkley-Tweedsmuir, Cariboo, Central Interior, Fraser Valley North, Douglas (South-West Fraser), Hopeline (South-East Fraser), Kamloops, Kettle River, Kootenay East, Kootenay West, North Okanagan-Shuswap, South Okanagan and Similkameen, Peace River, North Thompson, North Vancouver Island, South Vancouver Island.

**Women's
Institute
Districts**

CONSTITUTION

1. The name of the District Women's Institute shall be ----- District Women's Institute.

Name

Objects

2. The objects of this District Women's Institute shall be:

(a) to promote the welfare, supplement the efforts and increase the usefulness of the Women's Institutes within the District,

(b) to extend the work to new centres; arrange for District Women's Institute meetings and establish a co-operative educational programme for the District,

(c) to co-ordinate the work and plans of the several Women's Institutes within the District and to be liaison between the Branch Women's Institute and the British Columbia Women's Institute, and to promote international good will,

(d) to raise funds by levy upon the Women's Institutes in the District, as approved by the delegates at the District Women's Institute Annual Meeting, and also by other means; to arrange on behalf of its members for the purchase, distribution or sale of commodities, supplies and products, and generally to act on their behalf in all matters incidental to their aims and objects,

(e) to arrange for the District Women's Institute Annual Meeting.

3. The operation of the District Women's Institute are to be carried on in -----.

BY-LAWS

Aims and Objects

1. **Aims and objects:** — The aims and objects are the same as set forth in the Constitution.

Funds

2. **Funds:** — The funds of the District Institute shall be devoted solely to the promotion of these objects.

Membership

3. **Membership:** — The membership of the District Women's Institute shall be the members in good standing of the several Women's Institutes within the District.

Administration

4. **Administration:** — The administration of the District Women's Institute shall be vested in:

(a) The District Women's Institute Annual meeting.

(b) The District Women's Institute Board.

5. **Fees:** — Each Women's Institute within the District shall pay to the District Secretary-Treasurer an affiliation fee, the amount of which shall be determined by the delegates assembled at the District Women's Institute Annual meeting, and such fee shall be due and payable immediately following the Women's Institute Annual Meeting.

Fees

6. **Directors and Officers:** —

(a) There shall be a District Institute Board of five Directors, who shall be elected by ballot at the District Annual Meeting, and, if the meeting so resolves, the members shall mark their ballots for the President and one or more Vice-Presidents, otherwise the Directors shall elect from their body the President and one or more Vice-Presidents.

Directors
and
Officers

(b) The Directors may appoint a Secretary-Treasurer who may or may not be a Director, and her remuneration, if any, shall be determined by the delegates to the District Women's Institute Annual Meeting.

(c) The President shall preside at all meetings of the Directors and at the District Annual Meeting, and when she is absent, or unable or unwilling to act, a Vice-President shall act in her stead.

President

(d) Casual vacancies among the Officers or Directors shall be filled by the remaining Directors until the next District Women's Institute Annual Meeting, and the Secretary-Treasurer of the British Columbia Provincial Women's Institute shall be notified of all changes among the Officers or Directors.

Vacancies
in Offices

(e) In case the Secretary (or) Treasurer ceases to act, the President or Vice-President shall perform her duties until the vacancy is filled.

(f) The quorum at a meeting of Directors shall be not less than half the total number of Directors; a fraction shall count as a whole. The Secretary (and) Treasurer shall not be entitled to vote at any Directors' meeting unless she is also a director.

Quorum

**Board of
Directors**

(g) The Directors shall have control of the affairs of the District Women's Institute, and shall outline a programme of work for the ensuing year and duly present such programme to the members for approval.

(h) The Directors may appoint conveners and sub-committees, or delegate any of their powers to committees composed of members of the District Women's Institute, who shall conform to any regulations imposed on them by the Directors.

**Duties of
Secretary-
Treasurer**

7. Duties of Secretary-Treasurer: —

(a) The Secretary-Treasurer shall give notice of and call meetings of the Directors upon the authority of the President or any two Officers or Directors;

(b) shall keep minutes of the proceedings at all meetings;

(c) shall conduct correspondence in the name of the District Women's Institute;

(d) shall keep a mailing list of the Institutes within the District Women's Institute, with the names of the President and the Secretary of each Institute and their addresses;

(e) shall, on instruction from the Directors, prepare the Annual report, and shall also send a list of the new Officers and Directors to the Provincial Secretary-Treasurer of the British Columbia Provincial Women's Institute;

(f) shall keep an accurate account of all receipts and disbursements;

(f) and shall prepare the books of account for audit at the end of the fiscal year, and present the audited statement to the District Board and to the District Women's Institute Annual Meeting.

(g) The retiring Secretary-Treasurer shall deliver to her successor, within one month from the time of the appointment of her successor, a full and complete report on the affairs of the District, and shall turn over all monies, vouchers, bonds, books and papers of the District, together with an audited financial

statement of all transactions up to the date upon which she ceased to hold office.

(h) The Secretary-Treasurer may hold a petty cash account, the amount of which shall be determined by the Directors, and the balance of the funds of the District Women's Institute shall be deposited in a chartered bank to be withdrawn only upon the signature of the President and the Secretary-Treasurer.

8. Finances. —

(a) The fiscal year of the District Women's Institute shall terminate at least thirty days before the date of the District Women's Institute Annual Meeting.

(b) The Directors shall not borrow monies in the name of the District Women's Institute without the consent of a general meeting.

Finances

9. Meetings. —

(a) The District Women's Institute Board of Directors shall meet at least twice yearly and more often as business requires, and adequate notice shall be given of each meeting of the District Women's Institute Board.

(b) The District Annual Meeting shall take place at a time to be determined by the Directors and six weeks' notice in writing shall be given to:

Meetings

1. Each Institute Secretary,
2. The Provincial Women's Institute President,
3. The Provincial Secretary-Treasurer.

(c) The President or any two Directors may direct the Secretary to call a special meeting of the District Women's Institute Board.

(d) The District Women's Institute Board may call committee conveners, and, or a representative from each Institute to attend meetings of the District Board.

(e) No member shall be elected to office or vote at any District Women's Institute Annual Meeting if the affiliation fee for her Institute has not been paid.

(f) The District President shall present at the

	Annual Meeting a written report of the affairs of the Women's Institute for the past year, stating in particular the number of Director's meetings and the attendance at each.
Auditors	10. Auditors: — The Annual Meeting of the District Women's Institute shall appoint an auditor or auditors.
District Delegate	11. Delegates: — The District Annual Meeting shall elect one or more delegates to represent the District Women's Institute at any meeting where District representation is required.
Quorum	12. Quorum: — (a) The quorum for a meeting of the District Directors shall be one half of the Directors, a fraction to count as a whole. (b) The quorum for a District Women's Institute Annual Meeting shall be one half of the Institutes in the District at the time of the meeting.
Resolutions	13. Resolutions: — Resolutions shall be sent from the Institutes to a District Resolutions Convener at least six weeks prior to the District Annual Meeting, and circulated by the District Convener or Secretary-Treasurer, to the Institutes at least one month prior to the District Women's Institute Annual Meeting. Resolutions of National or Provincial importance shall, if approved, be forwarded to the Provincial Secretary-Treasurer, and at the discretion of the Provincial Board shall be dealt with immediately or held for consideration at the Bienial Convention of the British Columbia Provincial Women's Institutes.
Parliamentary Law	14. Parliamentary Law: — "Robert's Rules of Order" shall be the authority for all questions of parliamentary law not covered by this Constitution and By-Laws, the Rules and Regulations set up under the Farmers' and Women's Institutes Act, 1956, and Amendments, 1961.
To Amend the District Constitution or By-Laws	15. To Amend the Constitution and By-Laws: — The Constitution or By-Laws of the District Women's Institute may be amended only by Extraordinary Resolution of the Institutes at their District Women's Institute Annual Meeting, and notice

of the proposed amendment shall be mailed to each member Institute two months prior to the meeting, and a copy sent to the Provincial Secretary-Treasurer. The amendment, when passed, must be forwarded to the Minister of Agriculture, and a copy sent to the Provincial Secretary-Treasurer.

REGULATIONS FOR WOMEN'S DISTRICT INSTITUTES

(Regulations numbered 3 and 5 prescribed for
Women's Institutes shall apply to Women's
District Institutes.)

1. The several Women's Institutes within any portion of the Province designated as a district by the Minister may organize a Women's District Institute.

2. Each Women's District Institute may meet at such times and places in its district as it thinks fit to discuss and promote the objects of Women's Institutes and to co-ordinate the work of the Women's Institutes in its district.

3. Each Women's Institute in a district may at any general meeting elect a delegate to represent it at any convention of the Women's District Institute. Such elected delegate only shall be entitled to vote at a meeting of the Women's District Institute; but any member in good standing of a Women's Institute may be present at a meeting and be elected or appointed to office in the Women's District Institute.

4. There shall be a Board of five Directors for each Women's District Institute (hereafter referred to as the "District Board"). The officers shall be the President, one or more Vice-Presidents, and the Secretary (and) Treasurer.

5. The District Board shall be elected by ballot annually or at each meeting of the Women's District Institute, whichever period is the longer, and if the meeting so resolves the delegates shall mark their ballots for the President and one or more Vice-Presidents, otherwise the Board shall elect these officers from their body.

6. The District Board may appoint a Secretary

(and) Treasurer who may be a member of the Board.

7. The District Board may meet at such times and places within the district as may be necessary for the work of the District Institute. The quorum shall be three.

8. The quorum for the Women's District Institute shall be one half the number of the Women's Institutes in the district at the time of the District Meeting.

SUGGESTIONS FOR DISTRICT BOARDS

In order to assist new Board members, who may be unfamiliar with procedure at District Meetings the following suggestions are offered:

Duties of President

The President is the presiding officer at District meetings, and must plan the programme of the District Meeting, with the help of the Secretary-Treasurer, the other Directors and the hostess Institute.

As a rule, an address of welcome from the President of the hostess Institute and perhaps the Reeve or some similar, prominent local official, with the reply given by a visiting member chosen beforehand, is given immediately after the opening exercise.

Following the minutes, which are adopted after being moved by the Secretary and seconded from the floor, the correspondence relating to last year's resolutions, etc., is read and a motion to file the correspondence is made and passed.

The first duty is the appointment of committees either by the President from the Chair, or from the floor. To speed the meeting up, it is usually wiser for the President to have her appointments ready before the meeting, and she can then name the committee from the Chair. It is well for her to spread the committee work between all the different Institutes, with a more experienced member named first, as the first named will be the chairman of the committee.

The President presides during the sessions, morning and afternoon, except during the election of officers, and perhaps during the resolutions. A Pro-

vincial Board member, if present, may be asked to conduct the election of officers, and also the resolutions, if the President so desires. It is unethical for the President to stay in the Chair if her name is up for election, and it is better for her to vacate the Chair during the election of officers.

The President together with the Secretary-Treasurer, also, makes out an agenda for additional meetings held in the year, and with her, signs cheques for any withdrawal of funds, acts as an ex-officio member of all committees, co-operates with the Board of Directors in maintaining a District programme, and tries to visit each Institute within the District during her term of office.

The **Vice-President** assists the President in the work of the District and in the absence of the President, officiates in that office.

The **Secretary-Treasurer**, in addition to the duties listed under the By-Laws of the District Women's Institute, records the business, motions and resolutions at the Annual Meeting. It is well to keep these as brief as possible and is not necessary to give a full account of speeches. The initials of all names mentioned should always be included. A married woman is referred to as Mrs. J. Brown, not Mrs. Mary Brown. When she signs her name as Mary Brown, she adds in parenthesis (Mrs. John), or (Mrs. J.).

As soon as possible after the District Annual Meeting, the Secretary-Treasurer should compile a report of the meeting and a summary of the Institute reports and send these together with a list of the newly-elected officers and a copy of the minutes of the meeting to the Provincial Office in Victoria.

The Secretary-Treasurer should also notify the Provincial Office of any change of officers in District and local Institutes.

The District Board of Directors shall plan the District Annual Meeting and help in every way to work out the policies of the Women's Institutes in the District and to carry into effect projects for the good of the District as a whole.

The whole work of the District Board helps to

Duties of
Vice-
President

Duties of
Secretary-
Treasurer

Duties of
Board of
Directors

broaden the outlook of the Institute member into an understanding of a wider programme, and it also provides a training-ground for more advanced service. The ability of a member to do good work in a district enables other members to see her ability as someone whom they can nominate for Provincial Board work, or they may be chosen as conveners of the standing committees.

The **Standing Committee Conveners** may be added to the Board of Directors in an advisory capacity.

**Duties of
Standing
Committee
Conveners**

The Standing Committee Conveners shall give guidance to the local Institute Conveners, receive their annual reports, and if requested, prepare a report and present it at the District Annual Meeting, with suggestions for study, and send a copy of the report to the corresponding Provincial Con-
vener immediately after the District Annual Meeting.

The Standing Committee Conveners upon retiring from office shall transfer to their successors any material they may have on file.

Other Committees participating in the programme at a District Annual Meeting are: Reception, Nominations, Resolutions and Courtesy Committees.

**Reception
Committee**

The **Reception Committee** is made up of members of the hostess Institute or Institutes. They welcome the delegates and visitors, see that the strangers are made to feel at home, introduce visitors to each other, and give a feeling of gracious hospitality to the meeting. A member of this committee is responsible for greeting visiting speakers at the door, if they arrive during the course of the meeting, and for bringing them up to the platform at the right moment to be introduced to the President and those on the platform. This is a very important duty, and adds much to the harmony of the meeting.

**Nomina-
tions
Committee**

The **Nominations Committee** receives the names of those nominated for the District Board. The consent of each person nominated must have been obtained before the name is submitted to the Nominations Committee. Nominations are always in order from the floor, and elections should be by

ballot. If the district so desires, a Nominations Committee or a Nominating Committee may be appointed or elected at the previous District Meeting. As a rule, the simpler way of conducting elections at the District Meeting is followed with the Nominations Committee being appointed just before or on the day of the meeting.

The **Resolutions Committee** can well be chosen a year or six months ahead, and arrangements made for the resolutions to be sent to the committee at least six weeks prior to the District Meeting. This enables them to go over the resolutions, incorporate like resolutions into one main resolution, get information on unfamiliar ones, throw out any that contravene the aims and objects or rules and regulations. The final draft of the resolutions can then be prepared and sent out to the individual Institutes for their consideration before the meeting. Districts are urged to do their own stencilling and mimeographing whenever possible.

The Chairman of the Resolutions Committee reads each resolution and may, if she desires, move each one. The President then asks for a seconder, or a mover and a seconder. There can be no discussion on a resolution until it is moved and seconded. If no one wishes to move and second the resolution from the floor, then it cannot be considered. An amendment is put to the meeting before the resolution. If carried, then the resolution, as amended, is voted upon. If the amendment is not carried, then the original resolution is put to the meeting.

The **Courtesy Committee** sums up the thanks of the meeting to all those who contributed to the success of the day — to the visiting speakers, to the hostess Institute or Institutes, to the Decorations Committee, to those who supplied refreshments and to the retiring officers, etc. No member of the hostess Institute is named on the Courtesy Committee.

Two Auditors, not members of the Board of Directors, shall be appointed at the District Annual Meeting. The auditors shall audit and sign the books and accounts of the Secretary-Treasurer, and provide a written signed report for the Annual Meeting.

Resolutions
Committee

Courtesy
Committee

Auditors

**Institute
Reports**

Institute Reports should be given under the headings of the Standing Committees, which makes them easier to follow and also emphasizes the important features of the report.

The report of each Institute is read by the delegate, and this should be kept short, but at the same time give a good picture of what the Institute has accomplished. After the report is read, the delegate moves the adoption of her report, and after all the reports are given, someone seconds all the reports from the floor, and they can then be discussed, after which they are adopted as a whole.

**District
Conveners
Reports**

A District Board may decide to have Conveners of District Standing Committees present reports compiled from the annual reports of the Institute Standing Committees. In this case, to avoid duplication, Institute reports would be eliminated.

**Special
Committee
Reports**

General Reports may be given by special committees. Each is moved by the one giving the report and seconded from the floor. After discussion has taken place, the report is adopted by vote of the meeting.

**CONSTITUTION AND BY-LAWS OF THE
BRITISH COLUMBIA PROVINCIAL WOMEN'S
INSTITUTE**

All local and District Women's Institutes within the Province of British Columbia constitute the British Columbia Provincial Women's Institute.

CONSTITUTION

Name

1. The name of this Provincial Women's Institute is the "British Columbia Women's Institute."

Objects

2. The objects are:
 - (a) to guide and co-ordinate the work of Women's Institutes and District Institutes in the Province of British Columbia;
 - (b) to co-operate with other Provincial bodies; the Federated Women's Institutes of Canada and the Associated Country Women of the World;
 - (c) through its Board of Directors to inform and advise the Minister on all matters within

the scope of Women's Institutes under this act.

3. The operations of the British Columbia Women's Institute are to be chiefly carried on in the Province of British Columbia.

BY-LAWS

- | | |
|--|------------------|
| 1. Objects (same as above). | Objects |
| 2. Funds — The funds of the British Columbia Provincial Women's Institute shall be devoted solely to the promotion of these objects. | |
| 3. Membership — The members of the British Columbia Provincial Women's Institute shall be the members in good standing of the several Women's Institutes in British Columbia. | Member-ship |
| 4. Requirements — This organization shall be strictly non-partisan, non-sectarian and non-racial in every phase of its work. | Require-ments |
| 5. Administration — The administration of the British Columbia Provincial Women's Institute shall be vested in:
(a) The Provincial Convention,
(b) The Provincial Board of Directors. | Adminis-tration |
| 6. Membership Fees —
(a) Each Women's Institute shall contribute on a per capita basis toward the administrative expense of the British Columbia Women's Institute, such per capita payment to constitute a fee and to be decided upon by the Provincial Convention.
(b) The per capita levy is due and payable immediately following the Annual Meetings of the Institutes and is based upon the past year's membership.
(c) No Institute shall be entitled to vote at the Provincial Convention unless the per capita fee has been paid as set out in the above paragraphs. An Institute in good standing may appoint an accredited delegate from another Institute in its own District to represent it at a Provincial Conference. Registration Form and Credentials for such an accredited dele- | Member-ship Fees |

Directors and Officers	gate must be signed by the President and Secretary of the sponsoring Institute.
Term of Office	7. Directors and Officers — (a) The British Columbia Provincial Women's Institute shall have a Board of eight Directors, one of whom shall be the immediate Past President, who shall be elected at the Provincial conventions and shall hold office for two years or until their successors are elected, whichever period is longer, but no member shall hold office for more than two terms in any one office.
Provincial Board	(b) The eight Directors shall be known as the Provincial Board. The Past President is included on this Board, though not elected. Only one member may be elected to the Provincial Board of Directors from any one District. No member may be elected from the Past President's District to this Provincial Board of Directors.
	(c) The Provincial Board shall take office immediately following adjournment of the Provincial Convention at which they are elected and hold office until adjournment of the succeeding Provincial Convention.
	(d) All members of the Provincial Board shall have served on the District Board for at least two years, and shall have been members in good standing of a Women's Institute for a minimum of five (5) years.
	(e) The remuneration, if any, of the Officers and Directors shall be determined by the Provincial Convention.
Vacancies	(f) Casual vacancies among the Officers may be filled by the remaining Directors until the next Provincial Convention, and notification of all changes shall be given to the Minister.
	(g) When the Secretary (and or) Treasurer ceases to act the President or Vice-President may perform her duties until the vacancy is filled.
Provincial Board Meetings	(h) The Directors shall hold an annual meeting in the Autumn and may, at their discretion,

hold such additional meetings as may be necessary to carry out their duties.

8. **Duties of Officers and Directors —**

(a) The President shall preside at all meetings of the Provincial Board and when she is absent, or unable or unwilling to act, the Vice-President shall act in her stead. She shall have knowledge of and supervision over the administration of the Provincial Women's Institute; she shall be ex-officio a member of all committees; she shall visit each District during her term of office and shall perform such other duties as are incidental to her office.

Duties of
President

(b) The Vice-President of the B.C. Provincial Women's Institute shall be the Junior Representative on the Board of the Federated Women's Institutes of Canada. She shall make herself conversant with all phases of the work of the British Columbia Provincial Women's Institute and shall act for the President when requested to do so, but shall not change any rule or custom established by the President when acting on her behalf.

Duties of
Vice-
President

(c) The Provincial Board shall carry out the policies of the British Columbia Provincial Women's Institute as determined at the Provincial Convention or meetings of the Board, and shall have the power to act on matters arising in the period between Provincial Conventions.

(d) The Provincial Board shall have the power to appoint a Finance Committee whose responsibility shall be to prepare an annual budget and estimate of expenses for presentation to the Minister and to the Provincial Board.

Finance
Committee

(e) The Provincial Board shall establish general office policy for the Provincial Office and shall decide upon the conduct and operation thereof; shall appoint or dismiss the salaried officials and employees required in the running of the office; shall have the power to fix the salaries and prescribe the duties of such officials and employees.

Provincial
Office
Policy

Commit-
tees

Editor of
W.I. News

Duties of
Provincial
Secretary-
Treasurer

9. **Committees —**

- (a) The Provincial Board shall have the power to appoint Conveners of Standing Committees and special committees as required.
- (b) The Provincial Board shall appoint the Editor of the official organ, the "British Columbia Women's Institute News", and outline her duties.

10. **Provincial Secretary-Treasurer —**

- (a) The Provincial Secretary-Treasurer, (if a combined office) or the Secretary and Treasurer (if separate offices), shall be bonded for the faithful performance of her duties; shall be responsible for all correspondence and shall manage the Provincial Office in accordance with good business practice and in the best interests of the Women's Institutes.
- (b) She shall keep an accurate account of all receipts and disbursements; of the Trust Funds held for the British Columbia Provincial Women's Institute and shall prepare the books of account for annual audit at the end of the fiscal year, March 31st, and present the audited account to the Minister of Agriculture, the Provincial Board and the Provincial Convention.
- (c) Upon authorization from the President, the Secretary-Treasurer shall pay all bills in connection with the services of the Provincial Board to the British Columbia Provincial Women's Institute and the operation and maintenance of the Provincial Office.
- (d) Upon termination of her appointment, the Secretary-Treasurer shall prepare and deliver to her successor within one month from the date of the appointment of her successor, a full and complete report on all office business, and shall turn over all monies, vouchers, bonds, books and papers of the British Columbia Women's Institute, together with an audited financial statement of all transactions up to the date upon which she ceased to hold office.
- (e) She shall record minutes of all Board and

Provincial meetings and perform such other duties as outlined under the Act in sections 8 and 9.

11. Finances —

(a) The fiscal year of this organization shall commence on the 1st day of April in each year and shall terminate on the 31st day of March in the ensuing year.

Fiscal
Year

(b) The Provincial Board shall pay the reasonable expenses of Directors and representatives when travelling on business authorized by the President, when they attend meetings of the Board, or of the Finance Committee or District Annual Meetings.

Finances

(c) A statement of expenses incurred must be sent immediately following the meetings attended, to the President and when approved will be paid.

(d) The Provincial Board may authorize payment of expenses of delegates and (or) representatives to the Provincial Convention, to the National Convention and to the Triennial Convention of the Associated Country Women of the World.

12. Meetings —

(a) The Provincial Convention of the British Columbia Women's Institute shall be held in May or early June and two months' notice shall be given members of the date and place of meeting. Notice shall be given through the official publication of the British Columbia Women's Institute.

Provincial
Conven-
tion

(b) At least two weeks' notice shall be given in writing of a meeting of the Provincial Board, except in the case of the meeting held immediately after the Provincial Convention.

Provincial
Board
Meeting

13. Quorum —

(a) A quorum at a meeting of Directors shall be not less than five Directors.

Quorum

(b) The quorum for a Provincial Convention shall be not less than half the representation allowed from the Institute with two-thirds of the Districts represented.

Roberts'
Rules
of Order

To Amend
the
Constitu-
tion
or By-Laws

14. **Parliamentary Law** — Roberts' "Rules of Order" shall be the authority for all questions of Parliamentary law not covered by the Constitution and By-Laws, the Regulations set up under the Farmers' and Women's Institutes Act, 1956, and Amendment Act 1961.

15. **To Amend the Constitution** — The Constitution and By-Laws of the British Columbia Provincial Women's Institute may be amended only by Extraordinary Resolution of the Institutes at their Provincial Convention, and notice of the proposed amendments shall be mailed to each member Institute two months prior to the Convention, and a copy sent to the Provincial Secretary-Treasurer. The amendment, when passed must be forwarded to the Minister of Agriculture, and a copy sent to the Provincial Secretary-Treasurer.

REGULATIONS

1. Regulations numbered 1, 3 and 5 prescribed for Women's Institutes shall apply to the Provincial Women's Institute.

Members

2. The Provincial Women's Institute shall consist of members in good standing of the several Women's Institutes.

Delegates

Voting

Good
Standing

3. Each Women's Institute may at any general meeting elect a delegate to represent it at any convention of the Provincial Women's Institute. Such elected delegates only shall be entitled to vote at a convention of the Provincial Women's Institute; but any member in good standing of a Women's Institute may be present at a convention and be elected or appointed to office, with the exception of Director, in the Provincial Women's Institute. To be in good standing a member must have paid the annual subscription fee to her Institute. An Institute in good standing, is one that has paid the per capita dues prescribed by the Provincial Women's Institute, sent in one Membership List and two copies of its Annual Report and of its Financial Statement to the Provincial Office, 545 Superior Street, Victoria.

4. There shall be a Board of eight Directors of

the Provincial Women's Institute (hereafter referred to as the "Provincial Board"). The officers shall be the President, Vice-President, five Directors and the Past President who shall be a member ex-officio.

Directors

5. The Provincial Board shall be elected by ballot at each Provincial Convention. The President and Vice-President shall be elected by ballot separately.

6. The Provincial Board shall appoint a Secretary-Treasurer, who shall conduct all correspondence on behalf of the Board.

Secretary-Treasurer

7. The Provincial Board shall meet at such times and places as may be required by the Minister of Agriculture and may also meet at such other times and places as the Board determines. The quorum shall be five.

Meetings

Quorum

ADDITIONAL INFORMATION FOR WOMEN'S INSTITUTES

Award of Merit: —

The 1962 Provincial Convention voted in favour of having an Award of Merit and a Roll of Honour Book. The B.C. Provincial Board's decision was that the Award of Merit would be presented at the Biennial Provincial Convention to a person of outstanding merit and still active in the Institute, and that a Roll of Honour Book record be maintained of persons, whose exceptional contribution to and activity in Institute work, was in the past.

Award of Merit

Award of Merit Rules: —

1. A reminder of this award, with Rules, shall go in the January issue of the "B.C.W.I. News" in the Provincial Convention year.
2. Nominations for this award must come from an Institute, signed by the President and Secretary of the Institute.
3. Nominations must reach the Provincial Office not later than March 1st in the Provincial Convention year.
4. The person nominated must have made some

special contribution to the W.I. on the Provincial level.

5. All possible information must accompany nomination, such as years of membership, regularity of attendance, offices held in all levels, participation in W.I. and other community activities, special achievements, honours received, etc.
6. It is not mandatory to give this award at every Provincial Convention.
7. Not more than one such award may be presented in any one term, such to be presented only at a Provincial Convention.
8. Final decision shall rest with the Provincial Board of Directors.

Roll of Honour Rules: —

1. Only names of deceased persons will be inscribed.
2. The person must have made some special contribution to the Women's Institute Provincially.
3. Institutes should be encouraged to inform the Board when such a member dies, so that information can be sought.
4. Decision and responsibility of inclusion shall rest with the Provincial Board of Directors.

Credentials: —

Credentials

Each delegate to a District, Provincial, National or International Conference, should carry a credential card or registration form signed by the President and Secretary of her Institute, or the Institute for which she is an accredited delegate.

Communications and Publications: —

Communi- cations and Publica- tions

The official Women's Institute publication for British Columbia is the monthly "British Columbia Women's Institute News", the contents of which are compiled by the Editor from letters and news items sent in by Institutes, Provincial Conveners, the Secretary-Treasurer, the President and members of the Provincial Board. The B.C.W.I. "News" is sent to the Secretary of each Institute, the District Secretary, members of the Provincial Board and to persons on the mailing list.

The B.C.W.I. "News" is the principal means of conveying news of B.C. Institute, Federated and ACWW projects and activities to all B.C. members, but W.I. radio and T.V. programmes convened by Institute members, by giving Institute news, helpful hints for homemakers and farm news to their listeners play an important role in Institute communications. T.V. and radio interviews with prominent Institute members from other lands acquaint B.C. members with Institute achievements and current activities in the visitor's home area.

Radio and
T.V.
Program-
mes

In the field of publications, B.C. Institutes have two books to their credit — their beautiful Centennial Cook Book, a combination Cook Book and a history of the Women's Institute Districts of B.C., "Adventures in Cooking", published in 1958 to commemorate B.C.'s Centennial year, with a second edition in 1962, and their W.I. history, "Modern Pioneers."

Centen-
nial
Cook Book

"Modern Pioneers" is a complete history of the Women's Institute movement from its beginning and tells the story of fifty years of achievement in B.C. It gives detailed information of each Women's Institute District in B.C., is profusely illustrated and will provide a wealth of information for W.I. conscious women. Each Women's Institute member in B.C. should own a copy.

Modern
Pioneers

Fees and Funds: —

Fees — Each Institute contributes one dollar per capita based on the preceding year's membership, and sends the amount to the Provincial Secretary-Treasurer, who puts it in the General Fund from which the B.C. Provincial Women's Institute draws money to meet its financial obligations.

Per Capita

General
Fund

Each Institute, also, contributes a certain sum as approved by the delegates at the District Women's Institute Annual meeting, to the District organization.

District
Fees

An annual affiliation fee, at present 25 cents per member, is paid to the Federated Women's Institutes of Canada and a one-cent-per-member fee is paid to ACWW. Also, within our own Province, the B.C. Women's Institute pays an affiliation fee

Affiliation
Fees

annually to the B.C. Federation of Agriculture, C.A.A.E., C.A.C., etc.

W.I. Funds: —

W.I. Funds

In addition to the General Fund, the British Columbia Provincial Women's Institute has charge of several other major funds:

Pennies for Friendship

1. **Pennies For Friendship:** — Each Institute member, also a member of ACWW, voluntarily subscribes to the "Pennies For Friendship" Fund, the main support of this organization.

Othoa Scott Trust Fund

2. **Othoa Scott Trust Fund:** — In 1922, the Institutes responded to an appeal by Mrs. V. S. McLachlan, for financial help for a crippled child, Othoa Scott. Realizing the need for an institution for crippled children, the Institutes spearheaded a campaign that resulted in the building of the Children's Hospital in Vancouver and the Solarium on Vancouver Island. With the money that was left over after little Othoa Scott was helped back to health, a trust fund was set up. This fund, now closed, reached its objective of \$10,000.00 in 1946, and the interest on this money, which is invested in bonds, is used every year to help sick and crippled children in the province. Institutes may apply for assistance from this fund.

Children's Hospital Solarium

Memorial Fund

3. **Women's Institute Memorial Fund:** — This is a continuing fund. In 1946, the B.C. Women's Institutes started the Memorial Scholarship Fund, again set an objective of \$10,000.00 and to achieve this, each Institute was asked to contribute \$100.00. In four years (1949), the minimum objective had been reached and from the interest on this fund, the first scholarship of \$250.00 in Home Economics was awarded to Laura Stowell of Oliver.

Home Economics Scholarship

Bursary in Agriculture changed to Scholarship

By 1953, the Memorial Fund had reached \$12,000.00 and it was decided that there would be sufficient interest to give an additional award, a bursary of \$100.00 in Agriculture to a son or daughter of a W.I. member. This award was given until 1960 when the Biennial Provincial Convention voted to change the bursary to a \$250.00 scholarship in Agriculture.

Particulars of Scholarship are:

1. Two scholarships in the amount of Two Hundred and Fifty dollars (\$250.00) each, will be awarded annually, — one in the Faculty of Home Economics and one in the Faculty of Agriculture. An Institute in good standing must be the sponsoring agent.

2. To be eligible for a scholarship, the student must be the child of a member who has been in good standing in an Institute in B.C. continuously for at least the three years immediately prior to the date of application.

3. An application must be accompanied by:

(a) A letter of recommendation from the Principal of the school or from a Faculty member of the University most recently attended.

(b) A transcript of the student's most recent marks and class standing from this institution.

(c) A letter from the student stating his or her ambitions and plans.

4. The scholarships will be awarded by the following payments made to the sponsoring Institute, — One Hundred Dollars (\$100.00) upon acceptance of registration at the University and Twenty-five (\$25.00) per month for the subsequent six months.

5. Should there be no applications for students registering in the above Faculties, the Provincial Board will consider applications for other Faculties.

6. Should there be no applications made on behalf of children of Institute members, the Provincial Board will consider an application for any student sponsored by an Institute in good standing.

Application forms for the B.C. Women's Institute Memorial Scholarship will be sent upon request by the Provincial Secretary-Treasurer, 545 Superior Street, Victoria, B.C.

The Memorial Fund continues to grow. When in some years, there were no qualifying applicants, the interest was re-invested in bonds. A second, small, continuing source of revenue is the contribution of money sent in to the Provincial Secretary-Treasurer by Institutes in honour of departed members whose names will be recorded in the "Book of

Particu-
lars of
Scholar-
ship

Scholar-
ship
Payments

Memorial
Scholar-
ship
Applica-
tions

- Book of Remembrance
- Remembrance" donated and kept by Mrs. A. A. Shaw, — the Memorial Fund having been designated as a tribute to the memory of all departed W.I. members.
- Emergency Fund
4. **Emergency Fund:** — The Emergency Fund was created to help others. In 1946, the Provincial Convention voted to start a fund to aid the Fraser Valley Flood victims. When this emergency was over, surplus money was used to help disaster victims in England, Holland and Ceylon. The money used, generally a donation of not more than \$200.00 is replaced by voluntary contributions from the Institutes.
- National Office Fund
5. **National Office Fund:** — In October, 1958, the National Office, with Mrs. H. G. Taylor, the National Secretary, was opened in Ottawa. It was recommended that a perpetual maintenance fund for this office be established by the voluntary contribution, to be paid just once, of one dollar per member throughout Canada.
- Adelaide Hoodless Homestead
6. **Adelaide Hoodless Memorial Homestead:** — The maintenance only of the Homestead will be a continuing project, to which the Provincial Board contributes \$25.00 annually.
- Solarium
7. **Queen Alexandra Solarium:** — The Institutes who founded this hospital-home-school for children requiring long term treatment, have faithfully supported this institution since its inception, on a voluntary basis.
- Children's Hospital
8. **Children's Hospital:** — This hospital also built as the result of an Institute fund-raising campaign, has been supported voluntarily, too.
- Convention Fund
9. **Convention Fund:** — This is maintained chiefly from your per capita dollar, and provides funds to cover the travelling (and in some cases, living expenses also), expenses of delegate to Provincial, National and ACWW conventions.
10. From time to time appeals are made for contributions to current W.I. projects, such as Northern Expansion. These vary and members are asked to keep informed through the W.I. "News". The Provincial Secretary-Treasurer receives contributions to these projects from the Institutes, holds them in

trust until a substantial sum has accumulated, then forwards the total amount to the proper authorities. In this manner, our organization is able to make a more significant contribution.

From the Provincial Secretary-Treasurer of the B.C. Women's Institute the following may be obtained when a Money Order or cheque with exchange added, and made payable to the British Columbia Women's Institute is enclosed to cover cost of same. See Price List printed in "B.C.W.I. News" periodically.

Books: "Modern Pioneers" (B.C.W.I.'s first fifty years); "Adventures in Cooking" (Third Edition); "B.C.W.I. Handbook".

Pins: Members', Officers', Life Membership (and Certificate).

Coffee Spoons with W.I. Crest (Sterling or Regency Plate).

Sterling Silver: Finger Rings; Cuff Links; Chain Charm; Napkin Rings.

Stationery (with W.I. Crest); Hasti Notes.

"News":

B.C.W.I. "News" (10 issues —
September to June) ----- \$ 1.00

SUGGESTIONS FOR PROGRAMMES

To avoid troubles and failures, the underlying principle of Institute endeavour is co-operation, and the keynote of success in the local, District and Provincial Women's Institute is programme planning.

It is recommended that in December or January each Institute set up a Committee to prepare the programmes for the year, using the best suggestions from buzz groups and from the Conveners of Standing Committees, have their programmes printed and distributed to members and other interested women. New members may thus be secured.

A good programme, based on three important factors, — Educational, Social and Community Service is:

Program-
me
Commit-
tee

A Good
Program-
me

1. based on interests and needs of local Institute members,
2. planned in advance with a timetable. A good programme starts on time and ends on time.
3. well-balanced with variety in methods, subjects and resources, not all business, — not all recreation.
4. planned to include at least one important local project and might include a new District project on which all Institutes in the District are working.

One person is put in charge of each month's programme, including the Conveners of Standing Committees.

Planning the monthly programme:

1. The person in charge (probably convener) chooses her own committee and plans in advance.
2. decides on theme or purpose and draws up a timetable,
3. investigates local resources, obtains material required, and speaker if necessary. Material might be pictures, pamphlets, films etc.
4. makes all necessary arrangements,
5. plans for membership participation through group discussions, evaluation, music, games, dramatics, folk dances, etc.

Note: Successful programmes should be sent to the Provincial Office, Victoria, since these would aid other Institutes. Also, send your programmes to the papers and write up bright, newsy accounts of your meetings for the local press and send a copy to the Provincial Publicity Convener.

SUGGESTIONS FOR INSTITUTE MEMBERS

1. Make new members, or visitors welcome and show friendliness.
2. Pay your dues when they are due; attend as many meetings as possible; be on time; accept office when it is your turn.
3. Don't be just a member, be a good member,

by taking an active part in Institute activities.

4. An adequate knowledge and use of the Handbook, By-Laws, Regulations and of elementary Parliamentary procedure is desirable. Use Robert's "Rules of Order".

5. Be proud of your organization and be loyal to it by not discussing the private affairs of the organization outside.

INFORMATION AND REFERENCE

Summary of Service and Grant Aid by Department of Agriculture: —

1. An annual grant of \$10.00 to each Institute in good standing, with a membership of five or over. To be in good standing, an Institute must send two copies each of its Annual Report and of its Financial Statement, a copy of its List of Members, and its per capita dues, \$1.00 per member, based on the preceding year's membership to the provincial Secretary-Treasurer, immediately after its Annual Meeting.
2. A grant towards the expenses of the Provincial Biennial Convention.
3. An annual grant towards the expense incident to the maintenance and functioning of the Provincial Office, and other expenses incurred in the carrying out of the work of the B.C. Women's Institute Organization.
4. Loan of services of the Home Economist section of the Extension Branch of the Department of Agriculture when sufficient Home Economist personnel makes this possible.

Sources where Information, Material, Speakers, may be obtained: —

1. Federal and Provincial Government Departments at Ottawa and Victoria.
2. University of B.C. — the various Faculties and the Extension Department.
3. All public libraries — National, Provincial, urban and local.
4. Film Councils — National, Provincial, University Extension and local.

Department of
Agriculture Grant
to
Institutes

5. The press — all papers, urban, local, also radio and T.V.
6. Schools and Hospitals.
7. United Nations Office, 1300 Robson Street, Vancouver and in Ottawa, also literature, films etc., from all public libraries.

Addresses: —

B.C.W.I. Office —

B.C. Provincial Women's Institute Office,
545 Superior Street,
Victoria, B.C.

F.W.I.C. Office —

National Secretary,
28 Central Chambers,
46 Elgin Street,
Ottawa 4, Ontario.

A.C.W.W. Office —

General Secretary,
17 Old Court Place,
40 Kensington High Street,
London, W.8, England.

FOR WOMEN'S INSTITUTE MEETINGS

Salutation of the Flag: —

Salutation
of the Flag

The member holding the flag stands to the right of the President. The flag is held in both hands; it is tipped to prevent the flag touching the staff and held thus while the salutation is made, the citation read and "The Queen" sung. It is then placed in a holder and remains in an upright position throughout the meeting and the bearer remains silent throughout the ceremony. Standing at attention with arms at sides facing the flag, all repeat:

In purity, fidelity, truth,

We pledge allegiance

To Our Queen, Our Country and Our Flag.

A Toast To The Queen: —

Toast to
the Queen

A definite formality should be observed by civilians when a toast to the Queen is proposed:

The Chairman rises, brings the audience to atten-

tion, and asks them to rise and drink a toast to Her Majesty. At this moment the audience rises and the Chairman says: "Ladies and Gentlemen, The Queen".

Then and only then, is the glass lifted from the table, held at eye-level for a moment, and then one sip of liquid is taken and the two words, "The Queen", repeated, before the glass is replaced on the table.

GOD SAVE THE QUEEN

God save our gracious Queen,
Long live our noble Queen,
God save the Queen;
Send her victorious,
Happy and glorious,
Long to reign over us,
God save the Queen.

Thy choicest gifts in store
On her be pleased to pour,
Long may she reign.
May she defend our laws,
And ever give us cause
To sing with heart and voice,
God save the Queen.

O CANADA

O Canada! Our home and native land
True patriot love in all thy sons command.
With glowing hearts we see thee rise,
The True North strong and free;
And stand on guard, O Canada,
We stand on guard for thee.

Chorus:

O Canada! Glorious and free!
We stand on guard. We stand on guard for thee.
O Canada! We stand on guard for thee.

HYMN OF ALL NATIONS

(Tune: Finlandia)

This is my song, Oh, God of all the Nations,
A song of peace for lands afar and mine,
This is my love, the country where my heart is,
This is my hope, my dream, my shrine,
But other hearts in other lands are beating,
With hopes and dreams the same as mine.

My country's skies are bluer than the ocean,
And sunlight beams on clover leaf and pine,
But other lands have sunlight, too, and clover,
And skies are sometimes blue as mine,
Oh hear my song then, God of all the Nations,
A song of peace for their land and mine.

OPENING ODE

(Tune: Auld Lang Syne)

A goodly thing it is to meet
In Friendship's circle bright,
Where nothing stains the pleasure sweet
Nor dims the radiant light.
No unkind word our lips shall pass.
Nor envy sour the mind,
But each shall seek the common weal,
The good of all mankind.

THE MARY STEWART COLLECT

Keep us O Lord from pettiness; let us be
large in thought, in word and deed.

Let us be done with fault finding and leave
off self seeking.

May we put away all pretence and meet
each other face to face, without self pity and
without prejudice.

May we never be hasty in judgment and
always generous.

Teach us to put into action our better impulses
straight forward and unafraid.

Let us take time for all things; make us grow
calm, serene, gentle.

Grant that we may realize that it is the little
things that create differences; that in the
big things of life we are one.

And may we strive to touch and know the
great human heart common to us all, and
O Lord God let us not forget to be kind.

WOMEN'S INSTITUTE GRACE

(Tune: "The Old Hundred")

We thank Thee, Father for Thy care
Food, friends and kindness we share;
May we forever mindful be
Of "Home and Country" and of Thee.

APPENDIX A

BRITISH COLUMBIA WOMEN'S INSTITUTES

ARROW LAKES

Edgewood and
Inonoaklin

Nakusp
Needles-Fauquier

New Denver

BULKLEY-TWEEDSMUIR

First Kitimat
First Terrace
Forestdale
Francois Lake

Glenwood
Houston
Palling
Quick

Rose Lake
South Hazelton
Telwood
Topley

CARIBOO

Alexandria
Anahim Lake
Bouchie Lake
Bridge Lake
Dragon Lake
Forest Grove

Horsefly
Kersley
Lyne Creek
North Quesnel
140 Mile
Pine Valley

Quesnel View
70 Mile
Skyline
Springhouse
Watch Lake

CENTRAL INTERIOR

Cariboo
Fort Fraser
(Our Club)
Fraser Lake

Hixon
McBride
Northside
Prince George

Sinkut
Vanderhoof-East

DOUGLAS

Beaver
Coghlan
Delta

Fort Langley
Hazelmere
Langley Prairie

Patricia
Strawberry Hill
White Rock

NORTH FRASER VALLEY

Agassiz
Burquitlam
Coquitlam
Haney

Howe Sound
Mission City
Nicomen Island
Pemberton

Point Grey
Port Hammond
Port Moody
Whonnock

HOPELINE

Atchelitz
Chilliwack
Clayburn
East Chilliwack
Hope
Huntingdon

Mill Lake
Peardonville
Pine Grove
Poplar Manor
Promontory Heights
Ridgedale

Rosedale
Ryder Lake
St. Elmo
Upper Sumas
Vedder

KAMLOOPS

Adams Lake
Beresford
Chase

Magna Bay
Nicola Valley
North Shuswap Lake

Pavilion-Upper Hat Cr.
Westsyde
Westwold

KETTLE RIVER

Greenwood
Main River

Rock Creek

Sunshine Valley

EAST KOOTENAY

Creston
Lister-Huscroft

Moyie
Triangle

Windermere & District
Wynndel

WEST KOOTENAY

Crawford Bay
Fruitvale
Granite Road
Harrop & District

Kaslo & District
Kinnaird
Nelson

Robson
Salmo
Slocan Valley

NORTH OKANAGAN-SHUSWAP

Armstrong
Canoe
Coldstream
Deep Creek
Grindrod

Lumby
Mount Ida
Salmon Arm
Sicamous
Silver Creek

South Canoe
Tappen
Valley
Vernon

SOUTH OKANAGAN AND SIMILKAMEEN

Cawston
East Kelowna
Kalamalka
Kelowna
Lakeview Heights
Naramata

Okanagan Falls
Oliver
Osoyoos
Peachland
Penticton
Princeton

Rutland
Summerland
Testalinda
Westbank
Winfield

PEACE RIVER

Baldonnel
Bessborough
Bon Accord
Briar Ridge
Clayhurst
Doe River
Fort St. John
Golata Creek

Groundbirch
Lake View
Landry
Montney
Nor'Pioneer
North Pine
Pouce Coupe
Rolla

Rose Prairie
South Dawson
Sunrise-Two Rivers
Sunrise Valley
Sunset Prairie
Sweetwater
West Saskatoon

NORTH THOMPSON

Avola
Barriere
Birch Island

Clearwater
Little Fort
Star Lake

Vinsulla
Wells Gray

NORTH VANCOUVER ISLAND

Bella Bella
Bella Coola
Bow-Horne
Campbell River
Courtney & District

Denman Island
Dove Creek
Gabriola Island
Kla-Anch
Lazo

Little Qualicum
Newcastle
Parksville
Qualicum Beach & Dist.
Sayward

SOUTH VANCOUVER ISLAND

Brentwood	Happy Valley	Shirley
Cedar	Koksilah	Somenos
Cobble Hill	Lake Hill	Sooke & North Sooke
Colwood	Langford	South Saanich
Cowichan	Pender Island	South Salt Spring
Craigflower	Royal Oak	Strawberry Vale
Esquimalt	Shawnigan Lake	Victoria

APPENDIX B

PROVINCIAL BOARDS OF THE WOMEN'S INSTITUTES OF BRITISH COLUMBIA

Advisory Board Appointed by the Government, 1911

President — Mrs. W. V. Davies, Chilliwack.
Secretary — Mrs. Alfred Watt, Metchosin.
Directors — Mrs. R. L. Lipsett, Summerland and Mrs. J. F. Kilby, Nelson.

Advisory Board, 1915-16

President — Mrs. W. V. Davies, Chilliwack.
Secretary — Miss Alice Ravenhill, Shawnigan Lake.
Directors — Mrs. J. Johnstone, Nelson, and Mrs. R. L. Lipsett, Summerland.

Advisory Board, 1917-18

President — Mrs. J. Johnstone, Nelson.
Secretary — Mrs. W. V. Davies, Chilliwack.
Directors — Mrs. R. L. Lipsett, Summerland and Mrs. Blackwood-Wileman, Duncan.

Advisory Board, 1919

President — Mrs. Blackwood-Wileman, Duncan.
Secretary — Mrs. V. S. McLachlan.
Directors — Mrs. Trask, Oyama, Mrs. R. W. Chalmers, Thrums, and Mrs. F. B. Fadden, Huntingdon.

(Note: — In this year Mrs. Blackwood-Wileman succumbed while on her way home from the first meeting of the Federated Women's Institutes of Canada.)

Advisory Board, 1920

President — Mrs. Alfred Watt, Esquimalt. (Recently returned from England and her successful work in organizing the National Federation.)
Secretary-Treasurer — Mrs. V. S. McLachlan, Garden City.
Directors — Mrs. R. W. Chalmers, Thrums; Mrs. H. McGregor, Penticton; and Mrs. F. B. Fadden, Huntingdon.

Provincial Board Elected at the First Provincial Convention held in the Normal School, Vancouver, B.C., 1924

President — Mrs. M. M. Henderson, Duncan.
Secretary — Mrs. V. S. McLachlan, Garden City.
Directors — Mrs. F. B. Fadden, Huntingdon; Mrs. M. E. Lyne, Creston.

Provincial Board Elected at the 1925 Convention at Victoria, B.C.

President — Mrs. F. B. Fadden, Huntingdon.
Vice-President — Mrs. R. W. Chalmers, Thrums.
Secretary — Mrs. W. V. Davies, Chilliwack.
Treasurer — Mrs. Laurie, Saanichton.
Director — Mrs. H. McGregor, Penticton.
(Note: — In 1926 Mrs. V. S. McLachlan was appointed Superintendent of Women's Institutes.)

Provincial Board Elected at the 1927 Convention held at Chilliwack

President — Mrs. J. D. Gordon, Victoria.
Vice-President — Mrs. E. C. Noble, Hatzic.
Second Vice-President — Mrs. H. McGregor, Penticton.
Secretary — Mrs. G. Murray, Lillooet.
Treasurer — Mrs. H. H. Pitts, Nelson.
(No Convention was held until 1936.)

Provincial Board Elected in 1936 at the Conference held at the
Women's Building, Vancouver

President — Mrs. H. McGregor, Penticton.
Vice-President — Mrs. J. L. White, Victoria.
Secretary — Mrs. E. C. Noble, Hatzic.
Treasurer — Mrs. H. H. Pitts, Nelson.
Director — Mrs. E. Bailey Price, Vancouver.

Provincial Board Elected in 1938 at the Conference held at the
Normal School, Vancouver

* President — Mrs. H. McGregor, Penticton.
Vice-President — Mrs. J. L. White, Victoria.
Secretary — Mrs. E. Bailey Price, Vancouver.
Treasurer — Mrs. H. H. Pitts, Nelson.
Director — Mrs. E. C. Noble, Hatzic.
F.W.I.C. — Mrs. H. McGregor and Mrs. C. Johns.
* Note: — Mrs. H. McGregor brought honour to this Province by her election to the Presidency of the Federated Women's Institutes of Canada in 1937, which position she held until 1941.

Provincial Board Elected in 1940 at the Conference held at the
Hotel Vancouver

President — Mrs. B. F. Gummow, Peachland.
Vice-President — Mrs. E. Bailey Price, Vancouver.
Secretary-Treasurer — Mrs. V. B. Robinson, Penticton.
Directors — Mrs. K. Popoff, Slocan City and Mrs. T. Hartnell, Shearer Dale.
F.W.I.C. — Mrs. C. Johns (replaced in 1942 by Mrs. V. B. Robinson) and Mrs. B. F. Gummow.

Provincial Board Elected in 1944 at the Conference held at the
Hotel Vancouver

President — Mrs. A. Dennis, Vancouver.
Vice-President — Mrs. V. B. Robinson, Penticton.
Secretary-Treasurer — Mrs. G. Calder, Vancouver.
Directors — Mrs. K. Popoff, Slocan City; and Mrs. E. Tryon, Parksville.
F.W.I.C. — Mrs. V. B. Robinson and Mrs. A. S. Dennis.
(Note: — Mrs. V. S. McLachlan retired April 1st, 1946, and was succeeded
by Mrs. B. F. (Stella E.) Gummow.

Provincial Board Elected in 1946 at the Conference held at the
Hotel Vancouver

President — Mrs. A. S. Dennis, Vancouver.
Vice-President — Mrs. E. Tryon, Parksville.
Secretary-Treasurer — Mrs. G. Calder, Vancouver.
Directors — Mrs. J. H. East, Keremeos; and Mrs. R. W. Chalmers, Thrums.
F.W.I.C. — Mrs. R. W. Chalmers and Mrs. A. S. Dennis.

Provincial Board Elected in 1948 at the Conference held at
The University of British Columbia

President — Mrs. J. H. East, Keremeos.
Vice-President — Mrs. R. W. Chalmers, Thrums.
Secretary-Treasurer — Mrs. R. Doe, Salmon Arm.
Directors — Mrs. E. Glover, Victoria; and Mrs. A. A. Shaw, Vancouver.
F.W.I.C. — Mrs. R. W. Chalmers and Mrs. J. H. East.

Provincial Board Elected in June, 1950, at the Conference held at
The University of British Columbia

President — Mrs. J. H. East, Keremeos.
Vice-President — Mrs. A. A. Shaw, 4020 West Tenth Ave., Vancouver.
Secretary-Treasurer — Mrs. R. Doe, Box 35, Salmon Arm.
Directors — Mrs. E. Glover, 15 Darwin Road, Victoria; and Mrs. C. C.
Strachan, Research Station, Summerland.
F.W.I.C. — Mrs. J. H. East and Mrs. A. A. Shaw.

Provincial Board Elected in June, 1952, at the Conference held at
The University of British Columbia

President — Mrs. A. A. Shaw, 4020 West Tenth Avenue, Vancouver.
Vice-President — Mrs. E. J. Roylance, Greenwood.
Secretary-Treasurer — Mrs. R. Doe, Box 35, Salmon Arm. (Appointed by
the Board.)
Directors — Mrs. P. Douglas, Whaletown; Mrs. J. Young, Rose Prairie; and
Mrs. T. Windt, Alexandria.
F.W.I.C. — Mrs. A. A. Shaw and Mrs. P. Douglas.

Provincial Board Elected in June, 1954, at the Conference held at
The University of British Columbia

President — Mrs. A. A. Shaw, 4020 West Tenth Avenue, Vancouver.
Vice-President — Mrs. E. J. Roylance, Greenwood.
Secretary-Treasurer — Mrs. R. Doe, Box 35, Salmon Arm. (Appointed by
the Board.)
Directors — Mrs. P. Douglas, Whaletown; Mrs. T. Windt, Alexandria; and

Mrs. J. O. Decker, Pemberton.
F.W.I.C. — Mrs. P. Douglas and Mrs. E. J. Roylance.

Provincial Board Elected in May, 1956, at the Conference held at
The University of British Columbia

President — Mrs. E. J. Roylance, Greenwood.
Vice-President — Mrs. J. O. Decker, Pemberton.
Secretary-Treasurer — Mrs. R. Doe, Box 349, Port Coquitlam. (Appointed
by the Board.)
Directors — Mrs. J. Frolek, Knutsford; Mrs. R. C. Palmer, R.R. 4, Kelowna;
Mrs. R. Partington, Francois Lake.
F.W.I.C. — Mrs. E. J. Roylance and Mrs. J. O. Decker.

Provincial Board Elected in May, 1958, at the Conference held at
The University of British Columbia

President — Mrs. J. O. Decker, Pemberton.
Vice-President — Mrs. R. Partington, Francois Lake.
Secretary-Treasurer — Mrs. R. Doe, Box 349, Port Coquitlam. (Appointed
by the Board.)
Directors — Mrs. R. C. Palmer, R.R. 4, Kelowna; Mrs. Clyde B. White, R.R.
1, Nelson; and Mrs. E. G. Woodward, R.R. 1, Brentwood Bay.
F.W.I.C. — Mrs. J. O. Decker and Mrs. Clyde B. White.

Provincial Board Elected in May-June, 1960 at the Conference held at
The University of British Columbia

Past President — Mrs. J. O. Decker, Pemberton.
President — Mrs. R. Partington, Francois Lake.
Vice-President — Mrs. R. C. Palmer, R.R. 4, Kelowna.
Secretary-Treasurer — Mrs. E. Robinson, R.R. 2, Victoria. (Appointed by
the Board.)
Directors — Mrs. E. G. Woodward, R.R. 1, Brentwood Bay; Mrs. Clyde B.
White, R.R. 1, Nelson; Mrs. Lyle Braden, 908-107th Avenue,
Dawson Creek; Mrs. J. M. Kirkness, R.R. 4, Sardis; Mrs. F.
Plant, Box 1236, Williams Lake.
F.W.I.C. — Mrs. Clyde B. White and Mrs. R. C. Palmer.

Provincial Board Elected in May, 1962, at the Conference held at
The University of British Columbia

Past President — Mrs. R. Partington, Francois Lake.
President — Mrs. R. C. Palmer, R.R. 4, Kelowna.
Vice-President — Mrs. E. G. Woodward, R.R. 1, Brentwood Bay.
Secretary-Treasurer — Mrs. N. E. LePoidevin, Victoria. (Appointed by the
Board.)
Directors — Mrs. Lyle Braden, 908-107th Avenue, Dawson Creek; Mrs. F.
Plant, Box 1236, Williams Lake; Mrs. H. C. Ford, Tappen; Mrs.
J. H. McMillan, R.R. 1, Qualicum Beach; Mrs. J. S. Scott, Box
16, Robson.
F.W.I.C. — Mrs. R. C. Palmer and Mrs. E. G. Woodward.

Provincial Board Elected in June 1964 at the Conference held at
The University of British Columbia

Past President — Mrs. R. Partington, Francois Lake.
President — Mrs. R. C. Palmer, R.R. 4, Kelowna.
Vice-President — Mrs. E. G. Woodward, R.R. 1, Brentwood Bay.
Secty.-Treas. — Miss Patricia Holden, Victoria. (Appointed by the Board.)
Directors — Mrs. H. C. Ford, Tappen; Mrs. J. S. Scott, Box 16, Robson;
Mrs. J. Mertler, Box 2437, Fort St. John; Mrs. G. Lund, 2411
Ross Crescent, Prince George; Mrs. W. Coats, Gabriola Island.
F.W.I.C. — Mrs. R. C. Palmer, Mrs. L. Braden.

Provincial Board Elected in June 1966 at the Conference held at
The University of British Columbia

Past President — Mrs. R. C. Palmer, R.R. 4, Kelowna.
President — Mrs. E. G. Woodward, R.R. 1, Brentwood Bay.
Vice-President — Mrs. J. S. Scott, Box 16, Robson.
Secty.-Treas. — Miss Patricia Holden, Victoria. (Appointed by the Board.)
Directors — Mrs. J. Mertler, Box 2437, Fort St. John; Mrs. W. Coats, Gabriola
Island; Mrs. H. C. Kendrick, 4028 West 31st Avenue, Vancouver;
Mrs. E. Berg, Box 107, Fort Langley; Mrs. W. E. McArthur, Jr.,
Box 258, Greenwood.
F.W.I.C. — Mrs. E. G. Woodward; Mrs. H. C. Ford.

Provincial Board Elected in June 1968 at the Conference held at
The University of British Columbia

Past President — Mrs. E. G. Woodward, R.R. 1, Brentwood Bay.
President — Mrs. J. Mertler, Box 2437, Fort St. John.
Vice-President — Mrs. H. C. Ford, Tappen.
Secty.-Treas. — Miss Patricia Holden, Victoria. (Appointed by the Board.)
Directors — Mrs. E. Berg, Box 107, Fort Langley; Mrs. H. C. Kendrick,
4028 West 31st Avenue, Vancouver; Mrs. W. E. McArthur, Jr.,
Box 258, Greenwood; Mrs. A. Peardon, R.R. 3, Abbotsford; Mrs.
S. F. Harding, Box 129, Telkwa.
F.W.I.C. — Mrs. J. Mertler; Mrs. H. C. Ford.

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